

CITY OF LOS ANGELES
CALIFORNIA



**GRANADA HILLS
NORTH
NEIGHBORHOOD
COUNCIL**

11139 Woodley Ave.
Granada Hills, CA 91344

Telephone (818) 831-0578
www.ghnnc.org

BOARD MEMBERS

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Kim Thompson

VICE PRESIDENT
Scott Manatt

Carl Buettner
Mary Ellen Crosby
Sue De Vandry
Neysa Frechette
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Rahim Kazi
Ralph Kroy
Agnes Lewis
William Lillenber
Leon Marzillier
Ray Pollok
Steven Steinberg
Jan Subar
Anne Ziliak

**Granada Hills North Neighborhood Council
Joint Board & Policy & Rules Committee Meeting
Friday, February 11, 2011 3:00 p.m.
GHNNC Office
11139 Woodley Ave**

The Agenda is posted for public review at GHNNC Office, 11139 Woodley Ave, HOWS Market located at 11900 Balboa Blvd., Sugar Suite located at 11858 Balboa Blvd., Bee Canyon Park Kiosks (2) – one located across from 17160 Van Gogh St. and the other at the playground between Van Gogh and Sesnon Blvd. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Leon Marzillier at (818)831-0578.

AGENDA

All agenda items are subject to discussion and possible Committee action

1. Call to Order
2. Public Comment on non-agenda items
3. Conforming our bylaws to the adopted citywide template
4. Committee recommendations for other GHNNC bylaw changes
5. Committee or Board member comment
6. Adjourn

Recommended changes approved by the P&RC on July 29, 2010:

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

2.8 DONE: The City of Los Angeles Department of Neighborhood Empowerment, or any successive name, acronym, or initialism referring to the entity providing oversight and guidance for the City of Los Angeles' citywide system of neighborhood councils.

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

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

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

- a) The northwestern section of the Neighborhood bounded by I-5 on the north;
- b) The City/County line on the northwest; and
- c) The zoning line designating "M3" Heavy Industry on the south and east.

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

- a) The northwestern section of the Neighborhood bounded by I-5 on the north;
 - b) The City/County line on the northwest; and
 - c) The zoning line designating "M3" Heavy Industry on the south and east.
 - d) Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, are explicitly excluded from District One and are deemed to be part of District Three.
-

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

- a) The northeastern section of the Neighborhood 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.

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

- a) The northeastern section of the Neighborhood 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.
 - e) Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, are explicitly excluded from District Two and are deemed to be part of District Three.
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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 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.

3.4 District Three: Encompasses the remaining areas within the Neighborhood as defined above in Section 3.1, including all property on which any person resides, even if such property falls within the boundaries of Districts One or Two as defined in Sections 3.2 and 3.3 above. All residents of the Neighborhood are considered to be living within the boundaries of District Three for the purposes of these Bylaws.

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 (i) certain Board seats as defined in Article 6 and (ii) calling Special Meetings as defined in Article 10, 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.

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For the sole purpose of designating the eligibility of Stakeholders for (i) certain Board seats as defined in Article 6 and (ii) calling Special Meetings as defined in Article 10, only Stakeholders who live or own property in District Three as defined in Section 3.4 of these Bylaws may hereafter be referred to as “Resident Stakeholders”; only Stakeholders who represent a commercial, municipal, governmental, private, or public entity that operates within District One may hereafter be referred to as “District One Stakeholders”; only Stakeholders who represent a commercial, municipal, governmental, private, or public entity that operates within District Two may hereafter be referred to as “District Two Stakeholders”; and Stakeholders who are not Resident Stakeholders, District One Stakeholders, nor District Two Stakeholders, but who declare a stake in the Neighborhood and affirm the factual basis for it, may hereafter be referred to as “Factual Basis Stakeholders”.

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

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 any Stakeholder. 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...

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END OF RECOMMENDED CHANGES APPROVED ON JULY 29, 2009

Recommended changes for discussion on January 14, 2011:

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 or any successive name, acronym, or initialism referring to the entity providing oversight and guidance for the City of Los Angeles' citywide system of neighborhood councils.
- 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.

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- 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 Bylaws:*** This governing document. All references herein to Articles, Sections, and Exhibits shall be construed to refer to Articles and Sections of, and Exhibits to, these Bylaws.
- 2.7 *The City:*** The City of Los Angeles.
- 2.8 *The County:*** The County of Los Angeles.
- 2.9 *DONE:*** The City of Los Angeles Department of Neighborhood Empowerment or any successive name, acronym, or initialism referring to the entity providing oversight and guidance for the City of Los Angeles' citywide system of neighborhood councils.
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- 2.12 *The Neighborhood:*** All areas within the boundaries of the GHNNC as defined in Article 3.
- 2.13 *The Plan:*** The City of Los Angeles' *Plan for a Citywide System of Neighborhood Councils*.
- 2.14 *The Standing Rules:*** The policies, guidelines, and rules of the GHNNC, as adopted by the Board.
- 2.15 *The State:*** The State of California.

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 (i) certain Board seats as defined in Article 6 and (ii) calling Special Meetings as defined in Article 10, only Stakeholders who live or own property in District Three as defined in Section 3.4 of these Bylaws may hereafter be referred to as “Resident Stakeholders”; only Stakeholders who represent a commercial, municipal, governmental, private, or public entity that operates within District One may hereafter be referred to as “District One Stakeholders”; only Stakeholders who represent a commercial, municipal, governmental, private, or public entity that operates within District Two may hereafter be referred to as “District Two Stakeholders”; and Stakeholders who are not Resident Stakeholders, District One Stakeholders, nor District Two Stakeholders, but who declare a stake in the Neighborhood and affirm the factual basis for it, may hereafter be referred to as “Factual Basis Stakeholders”.

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

Article 5: Stakeholders

5.1 Definition: Per the Admin Code § 22.811(a)(2) and The Plan *Article II § 1*, “Stakeholders” shall be defined as those persons 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 and participation is available to all Stakeholders.

5.2 Eligibility of Stakeholders: For the sole purpose of designating the eligibility of Stakeholders for certain Board seats as defined in Article 6, and for calling Special Meetings as defined in Article 10:

- a) Persons who represent or are affiliated with any commercial, municipal, governmental, private, or public entity that operates within District One as defined in Section 3.2 shall hereafter be referred to as “District One Stakeholders”;
- b) Persons who represent or are affiliated with any commercial, municipal, governmental, private, or public entity that operates within District Two as defined in Section 3.3 shall hereafter be referred to as “District Two Stakeholders”;
- c) Persons who (i) live or substantially reside anywhere in the Neighborhood, own any property in the Neighborhood with a zoning designation beginning with the letter “R” on which any person can and/or does reside, work in District Three as defined in Section 3.4, and/or own any property in District Three; and (ii) cannot also claim to be either a District One or District Two Stakeholder, shall hereafter be referred to as “District Three Stakeholders”; and
- d) Persons who are not explicitly District One Stakeholders, District Two Stakeholders, nor District Three Stakeholders as defined above, and who are not eligible to vote for any of the Special Interest Group seats as defined in Section 6.3, but who declare a stake in the Neighborhood and affirm the factual basis for it, shall hereafter be referred to as “Factual Basis Stakeholders”. Such Factual Basis Stakeholders may only vote for the At-Large Representative seat.

5.3 Appointing Stakeholders: Any Stakeholder can be appointed by a majority vote of the Board to represent the Council before City government agencies or other neighborhood councils or organizations.

6.2 Directors Representing Geographic Districts: The GHNNC area is divided into three Geographic Districts, as defined in Article 3 of these Bylaws. The number of seats on the Board representing Geographic Districts shall be allocated as follows: one (1) seat for District One Stakeholders, one (1) seat for District Two Stakeholders, thirteen (13) seats for Resident Stakeholders in District Three, and one (1) At-Large seat for any Stakeholder. 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...

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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 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 2/3^{rds} vote...

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6.3 (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.

6.3 (g) Small Business and Workers Representative: This Director is a Stakeholder who 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.

6.4 Director Positions Reserved for Any Stakeholder: N/A - doesn't currently exist

6.4 Director Positions Reserved for Any Stakeholder: In addition to the Director seats defined in Sections 6.2 and 6.3, the Council shall also have an At-Large Representative seat for which any Stakeholder may vote, provided such Stakeholder has not chosen to also vote (i) as a District One, District Two, or District Three Stakeholder, or (ii) for any Special Interest Group seat.

6.4 Director Positions Reserved for Any Stakeholder: In addition to the Director seats defined in Sections 6.2 and 6.3, the Council shall also have an At-Large Representative seat for which any Stakeholder may vote, even if such Stakeholder has chosen to also vote as a District One, District Two, or District Three Stakeholder, or for any Special Interest Group seat.

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 a motion for reconsideration process.

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 a formal motion for reconsideration, which requires a Director who originally voted on the prevailing side of the issue to change his or her vote and make the motion, such motion requiring another Director to second for discussion and reconsideration to occur.

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 District 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 Geographic District Three 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 fill 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 at least sixteen (16) but no more than twenty-five (25) 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 7: Neighborhood Council Elections

This Article explains the administration of Council elections and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and being selected or elected to a Board seat.

7.1 Administration of Elections: Elections shall be conducted every two (2) years in even numbered years and may be administered by the City Clerk, if required by the City. If any election is not administered by the City Clerk, then "Inspector of Elections" shall be used in lieu of "City Clerk" where applicable throughout these Bylaws. The rules and regulations promulgated by the City Clerk (or Inspector of Elections) in conjunction with an election administered by such shall take precedence over any inconsistent language in these Bylaws.

7.2 Board Composition: Article 6 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, organization, or entity shall comprise a majority of the Council's governing body, unless extenuating circumstances are warranted and approved by DONE.

7.3 Board Term: All Directors' terms shall be for the duration of two (2) years or until a successor is duly elected or appointed. No person may sit on the Board for more than five (5) consecutive terms.

7.4 Qualifications for Directors: To run for a seat on the GHNNC, an eligible 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 at least sixteen (16) but no more than twenty-five (25) 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 (or Inspector of Elections)

7.5 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.

7.6 Voting: All Stakeholders aged eighteen (18) and above on the date of the election shall be entitled to vote in the Council elections; provided, however that all Stakeholders ages fifteen (15) through 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 District, Special Interest, or At-Large 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 Representatives may vote once each for up to thirteen (13) 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 (or Inspector of Elections) with the appropriate documentation within three days.

7.7 Election Disputes: Any disputes or challenges regarding voter and candidate eligibility shall only be resolved by a majority decision of the Board, or by the majority vote of an Ad Hoc Committee of at least three people appointed by the Board for the purpose of (i) ruling on the eligibility of provisional ballots, (ii) determining whether factual basis claims have been adequately affirmed, and (iii) confirming the District in which any Stakeholder should be designated.

7.8 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 fill 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.

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 more than 50% 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 District 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

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. All officers must be Board Members. Nominations and elections for these positions will take place during the first Board meeting after the certification of the election, 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 more than fifty percent (50%) of the vote in the first round. Officers will be elected each year to serve for one (1) year. An officer may not hold the same office for more than four (4) consecutive years. When a vacancy occurs between elections, such vacancy may be filled by appointment by the President with confirmation by a majority vote of the Board. If a vacancy occurs in the office of the President, then 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.

9.1 The President: Will preside at all meetings of the Board; prepare agendas; serve as an ex-officio member of all standing committees; may call special meetings; and should represent the Board's position at hearings and other meetings whenever possible. Any other powers, responsibilities, and restrictions for the office of President may be defined in the Standing Rules.

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.

9.2 The Vice-President: Will preside at meetings in the absence of the President. Any other powers, responsibilities, and restrictions for the office of Vice-President may be defined in the Standing Rules.

9.3 The Secretary: Will keep the minutes of all GHNNC meetings; maintain a postal 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 and/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.

9.3 The Secretary: Will keep the minutes of all GHNNC meetings; supervise the maintaining of Stakeholder contact lists; keep records of all Board actions; oversee the necessary correspondence of the Council; supervise the maintenance and updating of the GHNNC's official web site; and help the President disseminate information to the media, as needed. Any other powers, responsibilities, and restrictions for the office of Secretary may be defined in the Standing Rules.

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.

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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.

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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.

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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 official web site.

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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 official 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...

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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”)...

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Article 15: Changes to These Bylaws

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

Article 15: Changes to These Bylaws

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

END OF RECOMMENDED CHANGES FOR DISCUSSION ON JAN 14

Changes to make Bylaws compliant with new BONC wireframe:

- 1) Insert the official BONC-approved Table of Contents as the new first page,
- 2) Insert **ATTACHMENT A** and **ATTACHMENT B** before *EXHIBIT I*.
- 3) Change *Article 1: Name* to **ARTICLE I: NAME**.
- 4) Change *Article 2: Definitions* to **SCHEDULE I - DEFINITIONS** and move to after the new **ATTACHMENT B** but before the existing *EXHIBIT I*.
- 5) Change *Article 3: Boundaries* to **ARTICLE III: BOUNDARIES**. Change *Section 3.1 Overall Boundaries* to Section **3.1 Boundary Description**. Insert Section **3.2 Internal Boundaries**: “The internal geographic boundaries of the GHNNC are as follows:” before the existing *Section 3.2 District One*. Change *Section 3.2 District One* to Section **3.2(a) District One**, strike *The geographic boundaries of District One are as follows:*, and change the ordinals from *a, b, c* to **i, ii, iii**. Change *Section 3.3 District Two* to Section **3.2(b) District Two**, strike *The geographic boundaries of District Two are as follows:*, and change the ordinals from *a, b, c* to **i, ii, iii**. Change *Section 3.4 District Three* to Section **3.2(c) District Three** and move the description to **(i)**.
- 6) Change *Article 5: Stakeholders* to **ARTICLE IV: STAKEHOLDER**.
- 7) Change *Article 6: Composition of the Board* to **ARTICLE V: GOVERNING BOARD**. Change *Section 6.1 Number of Directors* to Section **5.1 Composition**: “The Board of Directors shall consist of the twenty-five (25) elected Representatives identified below:” Change *Section 6.2* to Section **5.1(a)**. Change *Section 6.3* to Section **5.1(b)** and change that section’s secondary ordinals to **i, ii, iii**. Change *Section 6.4* to Section **5.1(c)**. Move *Section 10.5 Quorum* to Section **5.2 Quorum** and add the words “of the Board” after “*Thirteen (13) Directors shall constitute a quorum*”.
- 8) Change the entirety of *Article 11: Board Decisions* to Section **5.3 Official Actions** and move under **ARTICLE V: GOVERNING BOARD**. Change “*For an item to be approved, it must receive a majority vote of those Directors present at any meeting of the Board.*” to “For an item to be approved, it must receive a majority vote of those Directors present and voting at any meeting of the Board, exclusive of abstentions and recusals.”
- 9) Move and renumber *Section 8.1 Duties and Privileges of Directors* and *Section 8.2 Compensation* to Section **5.5 Duties and Powers** and Section **5.5(a) Compensation** respectively, under **ARTICLE V**, and then delete *Article 8: Duties, Privileges and Compensation of the Board*.
- 10) Rename *Section 7.3 Board Term* as Section **5.4 Terms and Term Limits** and move to **ARTICLE V**.
- 11) Rename *Section 7.8 Filling Board Vacancies* as Section **5.6 Vacancies** and move to **ARTICLE V**.
- 12) Add Section **5.7 Absences**: “The Standing Rules shall indicate the GHNNC attendance policy.”

- 13) Add Sections 5.8, 5.9, and 5.10 to *ARTICLE V* using BONC's language.
- 14) Change *Article 4: Council Objectives & Policies, and Stakeholder Communications* to **ARTICLE II: PURPOSE**, delete "*4.1 Objectives and Policies of the Council*", and move *Section 4.2* to Section 5.11 under *ARTICLE V: GOVERNING BOARD*.
- 15) Change *Article 9: Officers of the Board and Their Duties* to **ARTICLE VI: OFFICERS**. Remove from the preamble all language from "*Nominations and elections ...*" to "*...of the vote in the first round.*", add Section **6.3 Selection of Officers**; and insert as the sole language for that Section those such sentences. Remove from the preamble all language from "*Officers will be elected each year...*" through to "*...will assume that position.*", add Section **6.4 Officer Terms**, and insert as the sole language for that Section those such sentences. Add **6.1 Officers of the Board**: in front of the preamble, change "*The following officers...*" to "**Officers...**", change the officer definitions from numbered to **a, b, c** ordinals, and remove "*Any other powers, responsibilities, and restrictions for the office of President may be defined in the Standing Rules*" from each officer definition. Add Section **6.2 Duties and Powers** "The duties of officers are as follows and also include such additional powers, responsibilities, and restrictions as may be adopted by official action of the Board or defined in the Standing Rules:" to this Article.
- 16) Change *Article 14: Committees* to **ARTICLE VII: COMMITTEES AND THEIR DUTIES**. Change *Sections 14.7* and *14.8* to Sections 7.1 and 7.2 respectively. Add Section **7.3 Committee Creation and Authorization** and move the preamble to that section in its entirety. Change *Sections 14.1* through *14.6* to Sections 7.5 through 7.10.
- 17) Add to **ARTICLE VII** the following: Section **7.4 Quorum of Committees**: "The quorum of all Standing Committees, including the Executive Committee, is defined in Section 7.1; the quorum of Ad Hoc Committees is defined in Section 7.2."
- 18) Change *Article 10: Meetings of the Board* to **ARTICLE VIII: MEETINGS**. Add Section **8.1 Meeting Time and Place** in front of preamble. Change existing *Sections 10.1 – 10.3* to **(a), (b), (c)**. Change existing *Section 10.4 Board and Committee Agenda* to Section **8.2 Agenda Setting**. Add Section **8.3 Notification/Postings**. Move "*and notice thereof...most recent application*" from the preamble (now Section 8.1) to Section 8.3, adjusting the sentence to read "Notice of meetings shall be posted on the Council's official web site and in at least all of the public locations submitted with the Council's most recent application." Move *Section 12.1 Reconsideration Procedures* to **ARTICLE VIII** and change to Section **8.4 Reconsideration**.
- 19) Add a new **ARTICLE IX: FINANCES** using BONC's language.
- 20) Change *Article 7: Neighborhood Council Elections* to **ARTICLE X: ELECTIONS**. Change *Section 7.1* to Section **10.1 Administration of Elections**. Change *Section 7.2 Board Composition* to Section **10.2 Governing Board Structure and Voting**. Put text of original 7.2 in **10.2(a)** and move all of the text from *Section 7.6 Voting* to Section **10.2(b)**. Delete *Section 7.6*. Add Section **10.3 Minimum Voting Age** and move first sentence from *10.2(b)* to *10.3*. Change *Section 7.4 Qualifications for Directors* to Section **10.4 Method of Verifying Stakeholder Status**. Add Section **10.5 Restrictions on Candidates Running for Multiple Seats** using BONC's language. Change *Section 7.5 Campaign Spending Limits* to Section **10.6**. Change *Section 7.6 Election Disputes* to Section **10.7**.

- 21) Rename *Article 12: Reconsideration and Grievance Procedures* to **ARTICLE XI: GRIEVANCE PROCESS**, then change *Section 12.2* to Section **11.1**.
- 22) Add a new **ARTICLE XII: PARLIAMENTARY AUTHORITY** and then add the following as the sole language for that Article: “The Standing Rules shall indicate the governing parliamentary authority of all meetings.”
- 23) Change *Article 15: Changes to These Bylaws* to **ARTICLE XIII: AMENDMENTS**.
- 24) Change *Article 13: Ethics* to **ARTICLE XIV: COMPLIANCE**; add Sections **14.1**, **14.2**, and **14.3** using BONC’s language; add Section **14.4 Ethics** and copy the entirety of the original preamble to that section; and add a new preamble using a slightly modified version of BONC’s language.
- 25) Change all internal references to Articles and Sections within provisions to match the revisions above:
 - a. **Section 3.2(c)** - change “*Sections 3.2 and 3.3*” to “Sections 3.2(a) and 3.2(b)”.
 - b. **Section 4.2** - change *Article 6* to Article V, and *Article 10* to Article VIII.
 - c. **Section 4.2(a)** - change *Section 3.2* to Section 3.2(a).
 - d. **Section 4.2(b)** - change *Section 3.3* to Section 3.2(b).
 - e. **Section 4.2(c)** - change *Section 3.4* to Section 3.2(c).
 - f. **Section 4.2(d)** - change *Section 6.3* to Section 5.1(b).
 - g. **Section 5.1(a)** – change *Article 3* to Article III.
 - h. **Section 5.1(c)** – change “*Sections 6.2 and 6.3*” to “Sections 5.1(a) and 5.1(b)”.
 - i. **Section 7.3** – change *Section 14.7* to Section 7.1, and *Section 14.8* to Section 7.2.
 - j. **Section 7.4** – change *Section 14.5* to Section 7.9, and *Section 14.8* to Section 7.2.
 - k. **Section 8.1** – change *Section 10.5* to Section 5.2.
 - l. **Section 8.1(b)** – change *Article 15* to Article XIII.
 - m. **Section 10.2(a)** - change *Article 6* to Article V.
 - n. **Schedule I - Definitions: *The Board*** - change *Article 6* to Article V.
 - o. **Schedule I - Definitions: *The Neighborhood*** - change *Article 3* to Article III.
- 26) Place the Articles and Sections in sequential order as revised above (making sure that all internal numbering within Articles is consistent), and add the correct page numbers to the Table of Contents on which each Article and Exhibit is found in this document.

BYLAWS

of the Granada Hills North Neighborhood Council

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Article I: Name

The name of this neighborhood council shall be the ~~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 II: Purpose

[Formerly “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.

Article III: Boundaries

3.1 Boundary Description: The geographic boundaries of the GHNNC are as follows:

- a) State Route 118 (the “118 Freeway”) 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; and then
- e) South along Aliso Canyon until it intersects again with the 118 Freeway, with the understanding that Aliso Canyon is designated for public use and, as such, is a shared boundary with the Porter Ranch Neighborhood Council under *Article III, Section 2(a)* of The Plan.

3.2 Internal Boundaries: The internal geographic boundaries of the GHNNC are as follows:

a) District One

- i) The northwestern section of the Neighborhood bounded by I-5 on the north;
- ii) The City/County line on the northwest; and
- iii) The zoning line designating “M3” Heavy Industry on the south and east.
- iv) Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, are explicitly excluded from District One and are deemed to be part of District Three.

b) District Two

- i) The northeastern section of the Neighborhood bounded by the junction of I-5 and Balboa Boulevard, running southwest to form the northwestern boundary;
- ii) Following Balboa Boulevard south to Woodley Avenue, and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundaries;
- iii) Following Rinaldi Street east to I-405 to form the southern boundary;
- iv) Following I-405 northwest to its junction with I-5, then continuing on I-5 to Balboa Boulevard to form the northeastern boundary.
- v) Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, are explicitly excluded from District Two and are deemed to be part of District Three.

c) District Three

- i) ~~The boundaries of District Three~~ Encompasses the remaining areas within the Neighborhood as defined above in Section 3.1, ~~above, including both sides of Woodley Avenue. Additionally, any residents on any plot within the foregoing defined~~ including all property on which any person resides, even if such property falls within the boundaries of Districts One and/or Two as defined in Sections 3.2(a) and 3.2(b) above, having a zoning designation beginning with the letter “R” shall be deemed to be All residents of the Neighborhood are considered to be living within the boundaries of District Three for the purposes of these Bylaws.

Article IV: Stakeholder

[Formerly "Article 5: Stakeholders"]

4.1 Definition: Per the Admin Code § 22.811(a)(2) and The Plan Article II § 1, "Stakeholders" shall be defined as those persons 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 and participation is ~~open~~available to all Stakeholders.

4.2 Eligibility of Stakeholders: For the sole purpose of designating the eligibility of Stakeholders for ~~(i) certain Board seats as defined in Article V, and (ii) for calling Special Meetings as defined in Article VIII;~~ Stakeholders who live or own property in the Neighborhood may hereafter be referred to as "Resident Stakeholders".

[New, to make GHNC's intent as clear as possible]

- a) Persons who represent or are affiliated with any commercial, municipal, governmental, private, or public entity that operates within District One as defined in Section 3.2(a) shall hereafter be referred to as "District One Stakeholders";**
- b) Persons who represent or are affiliated with any commercial, municipal, governmental, private, or public entity that operates within District Two as defined in Section 3.2(b) shall hereafter be referred to as "District Two Stakeholders";**
- c) Persons who (i) live or substantially reside anywhere in the Neighborhood, own any property in the Neighborhood with a zoning designation beginning with the letter "R" (Residential) on which any person can and/or does reside, work in District Three as defined in Section 3.2(c), and/or own any property in District Three as defined in Section 3.2(c); and (ii) cannot also claim to be either a District One or District Two Stakeholder, shall hereafter be referred to as "District Three Stakeholders"; and**
- d) Persons who are not explicitly District One Stakeholders, District Two Stakeholders, nor District Three Stakeholders as defined above, and who are not eligible to vote for any of the Special Interest Group seats as defined in Section 5.1(b), but who declare a stake in the Neighborhood and affirm the factual basis for it, shall hereafter be referred to as "Factual Basis Stakeholders". Such Factual Basis Stakeholders may only vote for the At-Large Representative seat.**

4.3 Appointing Stakeholders: Any Stakeholder can be appointed by a majority vote of the Board to represent the Council before City government agencies or other neighborhood councils or organizations.

Article V: Governing Board

[Formerly "Article 6: Composition of the Board"]

[Formerly 6.1] **5.1 Composition-Number of Directors**: The Board of Directors shall consist of the twenty-five (25) elected Representatives identified below:

[Formerly 6.2]

- a) ***Directors Representing Geographic Districts***: The GHNNC area is divided into three Geographic Districts, as defined in Article III 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~~ Stakeholders, one (1) seat for ~~Stakeholders in District Two~~ Stakeholders, and thirteen (13) seats for ~~District Three Resident Stakeholders in District Three, and one (1) At Large seat for any Stakeholder~~. The number of Directors from the three each 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.

[Formerly 6.3]

- b) ***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 Neighborhood. Each will be expected to attend meetings regularly; bring to the Board the concerns of those they represent; and 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 and/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 regularly fails to show adequate involvement either with his or her constituency or with the Board may be subject to removal by the Board by a two-thirds (2/3rds) vote.
- i) ***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.
 - ii) ***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 and deals with environmental issues.

- iii) ***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.
- iv) ***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.
- v) ***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.
- vi) ***Resident Associations Representative:*** This Director is a District Three Resident Stakeholder who is an actively involved member of a homeowner, condominium, townhouse, apartment, or renters association that holds regular meetings (at least four times annually) and whose property lies within the Neighborhood.
- vii) ***Small Business and Workers Representative:*** This Director is Stakeholder who 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.
- viii) ***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.
- ix) ***Youth Groups Representative:*** This Director is a Stakeholder who is an actively involved member of any youth 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.

[Formerly 6.4]

- c) ***Director Positions Reserved for Any Stakeholder:*** In addition to the Director seats defined in Sections 5.1(a) and 5.1(b), the Council shall also have an At-Large Representative seat for which any Stakeholder may vote, even if such Stakeholder has chosen to also vote as a District One, District Two, or District Three Stakeholder, or for any Special Interest Group seat.

[Formerly 10.5] ***5.2 Quorum:*** Thirteen (13) Directors shall constitute a quorum of the Board. No vote or other official action may be taken in the absence of a quorum.

[Formerly "Article 11: Board Decisions"] ***5.3 Official Actions:*** The Board will seek to achieve consensus. For an item to be approved, it must receive a majority vote of those Directors present and voting at any meeting of the Board, exclusive of abstentions and

recusals. On each issue under consideration, the Board shall vote 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. 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.

[Formerly 7.3] *5.4 Terms and Term Limits:* All Directors' terms shall be for the duration of two (2) years or until a successor is duly elected or appointed. No person may sit on the Board for more than five (5) consecutive terms.

[Formerly 8.1] *5.5 Duties and Powers:* 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, aesthetics, 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.

[Formerly 8.2]

- a) *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.

[Formerly 7.8] *5.6 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 fill 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.

5.7 Absences: The Standing Rules shall indicate the GHNNC attendance policy.

[BONC] 5.8 Censure: The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

[BONC] 5.9 Removal: The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

a) Petition by Stakeholders– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: (i) the identity of the Board member to be removed, (ii) a description, in detail, of the reason for removal, and (iii) the valid signatures of fifty (50) Stakeholders.

i) Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

ii) Removal of the identified Board member requires a a two-thirds majority of the attending Board Members.

iii) The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

b) Petition by Board - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board members.

i) The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

ii) Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

iii) The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

iv) The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If any vote for removal is affirmative, such Board seat shall be deemed vacant and shall be filled via the Council's vacancy clause.

[BONC] 5.10 Resignation: A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting.

Removal of the Board member requires a two-thirds (2/3) majority of the attending Board member.

[Formerly 4.2] 5.11 Community Outreach: The GHNNC shall communicate regularly with all of its Stakeholders in a manner ensuring timely dissemination of information.

Article VI: Officers

[Formerly from Article 9 Preamble] 6.1 Officers of the Board: Officers will be elected by the Board from those Directors who wish to serve in those positions. All officers must be Board Members.

[BONC] 6.2 Duties and Powers: The duties of officers are as follows and also include such additional powers, responsibilities, and restrictions as may be adopted by official action of the Board or defined in the Standing Rules:

- a) **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; may call special meetings; and should represent the Board's position at hearings and other meetings whenever possible; and ~~appoint a nonvoting parliamentarian at his or her discretion.~~
- b) **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.~~
- c) **The Secretary:** Will keep the minutes of all GHNNC meetings; supervise the maintaining of a ~~postal mailing and e-mail list;~~ maintain the ~~Stakeholder contact lists;~~ keep records of all GHNNC Board actions; ~~conduct and supervise~~ oversee the necessary correspondence of the Council and ~~keep a file of all communications received and/or sent;~~ oversee; supervise the maintenance and updating of the GHNNC's official web site; and help the President disseminate information to the media, as needed.
- d) **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.
- e) **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.
- f) **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.

- g) **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 official web site.

[Formerly from Article 9 Preamble] **6.3 Selection of Officers:** Nominations and elections for these positions will take place during the first Board meeting after the certification of the election, 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 more than fifty percent (50%) of the vote in the first round, ~~during the first Board meeting after the certification of the election.~~

[Formerly from Article 9 Preamble] **6.4 Officer Terms:** Officers will be elected each year to serve for one (1) year. An Officer may not hold the same office for more than four (4) consecutive years. When a vacancy occurs between elections, such vacancy may be filled by appointment by the President ~~and~~ with confirmation by a majority vote of the Board. ~~If possible, the new Officer will come from the same category (Geographic District 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, then the Vice-President will assume that position.

Article VII: Committees and Their Duties

[Formerly "Article 14: Committees"]

[Formerly 14.7] **7.1 Standing Committees:** Each respective Standing Committee described below must have at least three Committee Members and, except for the Executive Committee, shall include any number of interested Stakeholders deemed appropriate by the Board, which should encourage full and broad participation in all Standing Committees. The Board shall retain authority to appoint and name any Standing Committees not listed in these Bylaws. Responsibilities of Standing Committees are described in the Standing Rules.

The Standing Committees of the GHNNC are:

- a) **Executive Committee:** This committee shall consist of the President, Vice-President, Secretary, Financial Officer, and Treasurer; and shall consider procedural issues, financial issues, and agenda items. The President shall be the Committee Chair for this committee.
- b) **Citywide Issues Committee:** This committee shall include the City Information Officer, who shall be the Committee Chair. This committee 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.
- c) **Ethics Committee:** This committee shall research issues that pertain to ethics as it relates to Board conduct and action, adjudicate disputes and offenses as provided for in these Bylaws, and present its findings and guidance to all Stakeholders.

- d) **History Committee:** This committee shall record the history of the GHNNC.
- e) **Outreach and Publicity Committee:** This committee shall include the Outreach Officer, who shall be the Committee Chair. This committee is responsible for outreach to and communication with Stakeholders and the general community.
- f) **Parks and Beautification Committee:** This committee shall study issues that pertain to parks and community beautification, and shall make appropriate recommendations regarding such. The Parks Representative shall be a member of this committee.
- g) **Planning and Land Use Management Committee:** This committee shall study and make recommendations concerning land use issues.
- h) **Policy and Rules Committee:** This committee shall study bylaws, policies, guidelines, and rules; and recommend updates for all GHNNC governing documents.
- i) **Public Safety Committee:** This committee shall study and make recommendations concerning safety issues.

[Formerly 14.8] 7.2 Ad Hoc Committees: An Ad Hoc Committee may be appointed by a majority decision of the Board as the need arises to carry out a specified task, at the completion of which—that is, on presentation of its final report to the Board—it automatically ceases to exist. An Ad Hoc Committee may not be appointed to perform a task that falls within the assigned function of an existing Standing Committee. An Ad Hoc Committee shall continue to exist until the duty assigned to it is accomplished, unless discharged sooner, or unless 180 days have passed since such committee’s appointment without the Board granting an extension of time. 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 six (6) or fewer such Board Members, be advisory, and have no decision-making power. Should any person other than a Board Member be appointed to an 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.

[Formerly Article 14 Preamble] 7.3 Committee Creation and Authorization: The Board shall establish standing committees as set forth in Section 7.1 ~~of these Bylaws~~ (herein, “Standing Committees”). Additionally, as necessary, the Board may appoint temporary ad hoc committees as set forth in Section 7.2 ~~of these Bylaws~~ (herein, “Ad Hoc Committees”)

[New] 7.4 Quorum of Committees: The quorum of all Standing Committees, including the Executive Committee, is defined in Section 7.9; the quorum of Ad Hoc Committees is defined in Section 7.2.

[Formerly 14.1] 7.5 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 or that fall within their respective purviews, 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.

[Formerly 14.2] 7.6 Committee Chair and Proceedings: By majority vote, the Board may appoint a presiding officer (the “Committee Chair”) to each and every committee unless such Committee Chair is already defined in these Bylaws or selected by such committee. 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 Standing Rules.

[Formerly 14.3] 7.7 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.

[Formerly 14.4] 7.8 Committee Members: 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) the Committee Chair of said committee, or (iii) the President of the Board.

[Formerly 14.5] 7.9 ~~Quorum and Action by the Committee~~ Action: No vote or other official action may be taken by a committee in the absence of a quorum, such quorum being defined as a simple majority of such committee’s members. 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 six (6) 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.

[Formerly 14.6] 7.10 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.

Article VIII: Meetings

[Formerly "Article 10: Meetings of the Board"]

[Formerly from Preamble] **8.1 Meeting Time and Place:** All meetings will be conducted under the provisions of the Brown Act and all meetings will be open to the public. 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 5.2 of these Bylaws, must be achieved to hold any such meeting of the Board.

[Formerly 10.1]

- a) **Regular Meetings:** The Board shall meet at least once every thirty-seven (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.

[Formerly 10.2]

- b) **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 at least 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. Such meeting shall require a quorum of the Board to be present, and the President or designee thereof shall preside over the meeting. If such meeting is held for the purpose of amending these Bylaws per Article XIII, then all qualified Stakeholders present (those who have filled out a valid Stakeholder Verification Form substantially in the form attached hereto as Exhibit I) shall enjoy equal standing during said meeting with complete authority to vote; offer motions, friendly amendments, procedural challenges, etc.; and otherwise participate fully in the process; provided, however, that roll-call votes shall not be allowed at such a meeting of the Board's constituents. No other business may be transacted except that for which the meeting was called.

[Formerly 10.3]

- c) **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 official 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, at least 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.

[Formerly 10.4] 8.2 Agenda Setting: 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.

[Formerly from Preamble, modified] 8.3 Notifications/Postings: Notice of meetings shall be posted on the Council's official web site and in at least all of the public locations submitted with the Council's most recent application.

[Formerly 12.1] 8.4 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 a formal motion for reconsideration process, which requires a Director who originally voted on the prevailing side of the issue to change his or her vote and make the motion, such motion requiring another Director to second for discussion and reconsideration to occur.

Article IX: Finances

[BONC] The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with GAAP and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

Article X: Elections

[Formerly "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.~~

[Formerly 7.1] **10.1 Administration of Elections:** Elections shall be conducted every two ~~(2)~~ years in even numbered years and ~~shall~~ may be administered by the City Clerk, ~~beginning on April—June 2010.~~ if required by the City. If any election is not administered by the City Clerk, then "Inspector of Elections" shall be used in lieu of "City Clerk" where applicable throughout these Bylaws. The rules and regulations promulgated by the City Clerk (or Inspector of Elections) in conjunction with an election administered by ~~the City Clerk~~ such 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.~~

10.2 Governing Board Structure and Voting:

[Formerly 7.2]

- a) Article V ~~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, organization, or entity shall comprise a majority of the Council's governing body, unless extenuating circumstances are warranted and approved by DONE.

[Formerly 7.6 (after first sentence)]

- b) Each Stakeholder shall receive only one ballot corresponding with his or her Geographic District, Special Interest, or At-Large 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 Representatives may vote once each for up to thirteen (13) 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 (or Inspector of Elections) with the appropriate documentation within three days.

[Formerly 7.6 (first sentence)] 10.3 Minimum Voting Age: All Stakeholders aged eighteen (18) and above on the date of the election shall be entitled to vote in the Council elections; provided, however that all Stakeholders ages fifteen (15) through 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.

[Formerly 7.4] 10.4 Method of Verifying Stakeholder Status: To run for a seat on the GHNNC, an eligible 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 at least sixteen (16) but no more than twenty-five (25) 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 (or Inspector of Elections)

[BONC] 10.5 Restrictions on Candidates Running for Multiple Seats: A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

[Formerly 7.5] 10.6 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.

[New] 10.7 Election Disputes: Any disputes or challenges regarding voter and candidate eligibility shall only be resolved by a majority decision of the Board, or by the majority vote of an Ad Hoc Committee of at least three people appointed by the Board for the purpose of (i) ruling on the eligibility of provisional ballots, (ii) determining whether factual basis claims have been adequately affirmed, and (iii) confirming the District in which any Stakeholder should be designated.

Article XI: Grievance Process

[Formerly "Article 12: Reconsideration & Grievance Procedures"]

[Formerly 12.2] 11.1 Formal Grievance Process:

- a) Those seeking redress of alleged violations relating to matters of procedure or law that concerns the entire Board or its committees, not an individual Director, must submit such grievance 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, or designee thereof, 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 by an independent body from a pool of Stakeholder volunteers, excluding Directors, who wish to serve on a grievance panel. The list will remain open for seven (7) days following the meeting to allow Stakeholders to express their interest to serve.
- c) At that time, said independent body shall randomly draw three (3) names from such list 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 grievance panel's recommendation shall be added to the agenda of the next Regular 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 XII: Parliamentary Authority

[New, per BONC]

[New] The Standing Rules shall indicate the governing parliamentary authority of all meetings.

Article XIII: Amendments

[Formerly "Article 15: Changes to These Bylaws"]

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

At such time as the Policy & Rules Committee recommends that the Board schedule a Special Meeting for the purpose of having Stakeholders vote on whether to adopt such 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 affirmative vote of two-thirds (2/3) of Stakeholders present and voting, exclusive of abstentions and recusals, at a Special Meeting called for that purpose; ~~exclusive of abstentions and recusals.~~

Amendments approved by such Stakeholders shall be forwarded within fourteen (14) days 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.

Article XIV: Compliance

[Formerly "Article 13: Ethics"]

[BONC] The Council, its representatives, and all Stakeholders shall comply with these Bylaws, the Standing Rules, and any procedures as may be adopted by the Board; as well as with all local, county, state and federal laws, including, without limitation, The Plan, the City Code of Conduct, the Brown Act, the Public Records Act, the American Disabilities Act; and with all laws and governmental policies pertaining to conflicts of interest.

[BONC] 14.1 Code of Civility: The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

[BONC] 14.2 Training: All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

[BONC] 14.3 Self-Assessment: Every year, the Council shall conduct a self assessment pursuant to Article VI, § 1 of The Plan.

[Formerly Article 13 Preamble] **14.4 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 or organization 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 of property, 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 official 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.

Attachment A – Map of Neighborhood Council

TBD

Attachment B – Governing Board Structure & Voting

TBD

Schedule I - 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 V ~~of these Bylaws.~~

~~2.3~~ **Board Member or Director:** An elected or appointed 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).

The Bylaws: This governing document. All references herein to Articles, Sections, and Exhibits shall be construed to refer to Articles and Sections of, and Exhibits to, these Bylaws.

~~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 or any successive name, acronym, or initialism referring to the entity providing oversight and guidance for the City of Los Angeles' citywide system of neighborhood councils.

~~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 III ~~of these Bylaws.~~

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

Robert's Rules: Robert's Rules of Order Newly Revised, 10th Ed.

The Standing Rules: The policies, guidelines, and rules of the GHNNC, as adopted by the Board.

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

EXHIBIT I

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL
STAKEHOLDER VERIFICATION FORM
DECLARATION OF STAKEHOLDER STATUS
WITHIN A CITY OF LOS ANGELES NEIGHBORHOOD COUNCIL

I, _____ do hereby announce and
(Print name in full)

declare that I am a Stakeholder of the Granada Hills North Neighborhood Council based on the following factual basis *(please check one only – see GHNNC Bylaws for eligibility requirements):*

- Live** in the Neighborhood **Own Property** in the Neighborhood **Work** in the Neighborhood
- Affiliated with a local **Educational** institution/program Affiliated with a local **Environmental** group/program
- Affiliated with a local **Faith-Based** institution/program Affiliated with a local **Neighborhood Organization**
- Affiliated with a local **Park** Affiliated with a local **Youth Group** Member of a local **Resident Association** (HOA)
- Affiliated with a **Small Business** in the Neighborhood **Student** (age 15-25) attending school/living in the Neighborhood

Please provide details: _____

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

- District One** **District Two** **District Three**

corresponding with the address:

Street number Street Unit #

City State Zip Code

Mailing address *(if different than above):*

Street number Street Unit #

City State Zip Code

Daytime Phone #: (____) _____ Evening Phone #: (____) _____

Fax #: (____) _____ e-mail address: _____

I hereby declare, under the penalty of perjury, that the above statements are true and correct, and that I possess all the legal qualifications of a Stakeholder as required in the GHNNC Bylaws.

Signature

Date

<u>FOR OFFICIAL USE ONLY</u>	
Received by: _____	Documentation verified? <input type="checkbox"/> Yes <input type="checkbox"/> No

EXHIBIT II

CITY OF LOS ANGELES
CALIFORNIA



Granada Hills North Neighborhood Council
Grievance and Complaint Form

Date of alleged violation: _____ **Location:** _____

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

Suggested remedy: _____

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

Signature/Date

Printed Name

Address: _____

Phone: _____

Submit a copy of this form and all attachments to both the “GHNNC President” and the “GHNNC Vice-President” at: 11862 Balboa Blvd #137, Granada Hills, CA 91344-2753

BYLAWS

of the Granada Hills North Neighborhood Council

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Article I: 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 II: Purpose

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.

Article III: Boundaries

3.1 Boundary Description: The geographic boundaries of the GHNNC are as follows:

- a) State Route 118 (the “118 Freeway”) 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; and then
- e) South along Aliso Canyon until it intersects again with the 118 Freeway, with the understanding that Aliso Canyon is designated for public use and, as such, is a shared boundary with the Porter Ranch Neighborhood Council under *Article III, Section 2(a)* of The Plan.

3.2 Internal Boundaries: The internal geographic boundaries of the GHNNC are as follows:

- a) **District One**
 - i) The northwestern section of the Neighborhood bounded by I-5 on the north;
 - ii) The City/County line on the northwest; and
 - iii) The zoning line designating “M3” Heavy Industry on the south and east.
 - iv) Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, are explicitly excluded from District One and are deemed to be part of District Three.

b) *District Two*

- i) The northeastern section of the Neighborhood bounded by the junction of I-5 and Balboa Boulevard, running southwest to form the northwestern boundary;
- ii) Following Balboa Boulevard south to Woodley Avenue, and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundaries;
- iii) Following Rinaldi Street east to I-405 to form the southern boundary;
- iv) Following I-405 northwest to its junction with I-5, then continuing on I-5 to Balboa Boulevard to form the northeastern boundary.
- v) Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, are explicitly excluded from District Two and are deemed to be part of District Three.

c) *District Three*

- i) Encompasses the remaining areas within the Neighborhood as defined above in Section 3.1, including all property on which any person resides, even if such property falls within the boundaries of Districts One or Two as defined in Sections 3.2(a) and 3.2(b) above. All residents of the Neighborhood are considered to be living within the boundaries of District Three for the purposes of these Bylaws.

Article IV: Stakeholder

4.1 Definition: Per the Admin Code § 22.811(a)(2) and The Plan *Article II § 1*, “Stakeholders” shall be defined as those persons 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 and participation is available to all Stakeholders.

4.2 Eligibility of Stakeholders: For the sole purpose of designating the eligibility of Stakeholders for certain Board seats as defined in Article V, and for calling Special Meetings as defined in Article VIII:

- a) Persons who represent or are affiliated with any commercial, municipal, governmental, private, or public entity that operates within District One as defined in Section 3.2(a) shall hereafter be referred to as “District One Stakeholders”;
- b) Persons who represent or are affiliated with any commercial, municipal, governmental, private, or public entity that operates within District Two as defined in Section 3.2(b) shall hereafter be referred to as “District Two Stakeholders”;
- c) Persons who (i) live anywhere in the Neighborhood, own any property in the Neighborhood with a zoning designation beginning with the letter “R” (Residential) on which any person can and/or does reside, work and/or own any property in District Three as defined in Section 3.2(c); and (ii) cannot also claim to be either a District One or District Two Stakeholder, shall hereafter be referred to as “District Three Stakeholders”; and
- d) Persons who are not explicitly District One Stakeholders, District Two Stakeholders, nor District Three Stakeholders as defined above, and who are not eligible to vote for any of the

Special Interest Group seats as defined in Section 5.1(b), but who declare a stake in the Neighborhood and affirm the factual basis for it, shall hereafter be referred to as “Factual Basis Stakeholders”. Such Factual Basis Stakeholders may only vote for the At-Large Representative seat.

4.3 Appointing Stakeholders: Any Stakeholder can be appointed by a majority vote of the Board to represent the Council before City government agencies or other neighborhood councils or organizations.

Article V: Governing Board

5.1 Composition: The Board of Directors shall consist of the twenty-five (25) elected Representatives identified below:

a) **Directors Representing Geographic Districts:** The GHNNC area is divided into three Geographic Districts, as defined in Article III. The number of seats on the Board representing Geographic Districts shall be allocated as follows: one (1) seat for District One Stakeholders, one (1) seat for District Two Stakeholders, and thirteen (13) seats for District Three Stakeholders. The number of Directors from each District 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.

b) **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 Neighborhood. Each will be expected to attend meetings regularly; bring to the Board the concerns of those they represent; and 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 and/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 regularly fails to show adequate involvement either with his or her constituency or with the Board may be subject to removal by the Board by a two-thirds (2/3rds) vote.

i) **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.

ii) **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 and deals with environmental issues.

- iii) ***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.
 - iv) ***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.
 - v) ***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.
 - vi) ***Resident Associations Representative:*** This Director is a District Three Stakeholder who is an actively involved member of a homeowner, condominium, townhouse, apartment, or renters association that holds regular meetings (at least four times annually) and whose property lies within the Neighborhood.
 - vii) ***Small Business and Workers Representative:*** This Director is Stakeholder who 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.
 - viii) ***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.
 - ix) ***Youth Groups Representative:*** This Director is a Stakeholder who is an actively involved member of any youth 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.
- c) ***Director Positions Reserved for Any Stakeholder:*** In addition to the Director seats defined in Sections 5.1(a) and 5.1(b), the Council shall also have an At-Large Representative seat for which any Stakeholder may vote, even if such Stakeholder has chosen to also vote as a District One, District Two, or District Three Stakeholder, or for any Special Interest Group seat.

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

5.3 Official Actions: The Board will seek to achieve consensus. For an item to be approved, it must receive a majority vote of those Directors present and voting at any meeting of the Board, exclusive of abstentions and recusals. On each issue under consideration, the Board shall vote 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. 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.

5.4 Terms and Term Limits: All Directors' terms shall be for the duration of two (2) years or until a successor is duly elected or appointed. No person may sit on the Board for more than five (5) consecutive terms.

5.5 Duties and Powers: 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, aesthetics, 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.

- a) **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.

5.6 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 fill 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.

5.7 Absences: The Standing Rules shall indicate the GHNNC attendance policy.

5.8 Censure: The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

5.9 Removal: The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

- a) Petition by Stakeholders– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: (i) the identity of the Board member to be removed, (ii) a description, in detail, of the reason for removal, and (iii) the valid signatures of fifty (50) Stakeholders.
 - i) Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.
 - ii) Removal of the identified Board member requires a two-thirds majority of the attending Board Members.
 - iii) The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
- b) Petition by Board - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member’s submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board members.
 - i) The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.
 - ii) Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.
 - iii) The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
 - iv) The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If any vote for removal is affirmative, such Board seat shall be deemed vacant and shall be filled via the Council’s vacancy clause.

5.10 Resignation: A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a two-thirds (2/3) majority of the attending Board member.

5.11 Community Outreach: The GHNNC shall communicate regularly with all of its Stakeholders in a manner ensuring timely dissemination of information.

Article VI: Officers

6.1 Officers of the Board: Officers will be elected by the Board from those Directors who wish to serve in those positions. All officers must be Board Members.

6.2 Duties and Powers: The duties of officers are as follows and also include such additional powers, responsibilities, and restrictions as may be adopted by official action of the Board or defined in the Standing Rules:

- a) **The President:** Will preside at all meetings of the Board; prepare agendas; serve as an ex-officio member of all standing committees; may call special meetings; and should represent the Board's position at hearings and other meetings whenever possible.
- b) **The Vice-President:** Will preside at meetings in the absence of the President.
- c) **The Secretary:** Will keep the minutes of all GHNNC meetings; supervise the maintaining of Stakeholder contact lists; keep records of all Board actions; oversee the necessary correspondence of the Council; supervise the maintenance and updating of the GHNNC's official web site; and help the President disseminate information to the media, as needed.
- d) **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.
- e) **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.
- f) **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.
- g) **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 official web site.

6.3 Selection of Officers: Nominations and elections for these positions will take place during the first Board meeting after the certification of the election, 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 more than fifty percent (50%) of the vote in the first round.

6.4 Officer Terms: Officers will be elected each year to serve for one (1) year. An officer may not hold the same office for more than four (4) consecutive years. When a vacancy occurs between elections, such vacancy may be filled by appointment by the President with confirmation by a majority vote of the Board. If a vacancy occurs in the office of the President, then the Vice-President will assume that position.

Article VII: Committees and Their Duties

7.1 Standing Committees: Each respective Standing Committee described below must have at least three Committee Members and, except for the Executive Committee, shall include any number of interested Stakeholders deemed appropriate by the Board, which should encourage full and broad participation in all Standing Committees. The Board shall retain authority to appoint and name any Standing Committees not listed in these Bylaws. Responsibilities of Standing Committees are described in the Standing Rules.

The Standing Committees of the GHNNC are:

- a) **Executive Committee:** This committee shall consist of the President, Vice-President, Secretary, Financial Officer, and Treasurer; and shall consider procedural issues, financial issues, and agenda items. The President shall be the Committee Chair for this committee.
- b) **Citywide Issues Committee:** This committee shall include the City Information Officer, who shall be the Committee Chair. This committee 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.
- c) **Ethics Committee:** This committee shall research issues that pertain to ethics as it relates to Board conduct and action, adjudicate disputes and offenses as provided for in these Bylaws, and present its findings and guidance to all Stakeholders.
- d) **History Committee:** This committee shall record the history of the GHNNC.
- e) **Outreach and Publicity Committee:** This committee shall include the Outreach Officer, who shall be the Committee Chair. This committee is responsible for outreach to and communication with Stakeholders and the general community.
- f) **Parks and Beautification Committee:** This committee shall study issues that pertain to parks and community beautification, and shall make appropriate recommendations regarding such. The Parks Representative shall be a member of this committee.
- g) **Planning and Land Use Management Committee:** This committee shall study and make recommendations concerning land use issues.
- h) **Policy and Rules Committee:** This committee shall study bylaws, policies, guidelines, and rules; and recommend updates for all GHNNC governing documents.
- i) **Public Safety Committee:** This committee shall study and make recommendations concerning safety issues.

7.2 Ad Hoc Committees: An Ad Hoc Committee may be appointed by a majority decision of the Board as the need arises to carry out a specified task, at the completion of which—that is, on presentation of its final report to the Board—it automatically ceases to exist. An Ad Hoc Committee may not be appointed to perform a task that falls within the assigned function of an existing Standing Committee. An Ad Hoc Committee shall continue to exist until the duty assigned to it is accomplished, unless discharged sooner, or unless 180 days have passed since such committee's appointment without the Board granting an extension of time. 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 six (6) or fewer such

Board Members, be advisory, and have no decision-making power. Should any person other than a Board Member be appointed to an 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.

7.3 *Committee Creation and Authorization:* The Board shall establish standing committees as set forth in Section 7.1 (herein, "Standing Committees"). Additionally, as necessary, the Board may appoint temporary ad hoc committees as set forth in Section 7.2 (herein, "Ad Hoc Committees")

7.4 *Quorum of Committees:* The quorum of all Standing Committees, including the Executive Committee, is defined in Section 7.9; the quorum of Ad Hoc Committees is defined in Section 7.2.

7.5 *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 or that fall within their respective purviews, 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.

7.6 *Committee Chair and Proceedings:* By majority vote, the Board may appoint a presiding officer (the "Committee Chair") to each and every committee unless such Committee Chair is already defined in these Bylaws or selected by such committee. 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 Standing Rules.

7.7 *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.

7.8 *Committee Members:* 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) the Committee Chair of said committee, or (iii) the President of the Board.

7.9 *Committee Action:* No vote or other official action may be taken by a committee in the absence of a quorum, such quorum being defined as a simple majority of such committee's members. 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 six (6) 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.

7.10 *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.

Article VIII: Meetings

8.1 Meeting Time and Place: All meetings will be conducted under the provisions of the Brown Act and all meetings will be open to the public. 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 5.2, must be achieved to hold any such meeting of the Board.

- a) **Regular Meetings:** The Board shall meet at least once every thirty-seven (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.
- b) **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 at least 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. Such meeting shall require a quorum of the Board to be present, and the President or designee thereof shall preside over the meeting. If such meeting is held for the purpose of amending these Bylaws per Article XIII, then all qualified Stakeholders present (those who have filled out a valid Stakeholder Verification Form substantially in the form attached hereto as Exhibit I) shall enjoy equal standing during said meeting with complete authority to vote; offer motions, friendly amendments, procedural challenges, etc.; and otherwise participate fully in the process; provided, however, that roll-call votes shall not be allowed at such a meeting of the Board's constituents. No other business may be transacted except that for which the meeting was called.
- c) **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 official 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, at least 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.

8.2 Agenda Setting: 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.

8.3 Notifications/Postings: Notice of meetings shall be posted on the Council's official web site and in at least all of the public locations submitted with the Council's most recent application.

8.4 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 a formal motion for reconsideration, which requires a Director who originally voted on the prevailing side of the issue to change his or her vote and make the motion, such motion requiring another Director to second for discussion and reconsideration to occur.

Article IX: Finances

The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with GAAP and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

Article X: Elections

This Article explains the administration of Council elections and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and being selected or elected to a Board seat.

10.1 Administration of Elections: Elections shall be conducted every two (2) years in even numbered years and may be administered by the City Clerk, if required by the City. If any election is not administered by the City Clerk, then "Inspector of Elections" shall be used in lieu of "City Clerk" where applicable throughout these Bylaws. The rules and regulations promulgated by the City Clerk (or Inspector of Elections) in conjunction with an election administered by such shall take precedence over any inconsistent language in these Bylaws.

10.2 Governing Board Structure and Voting:

- a) Article V 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, organization, or entity shall comprise a majority of the Council's governing body, unless extenuating circumstances are warranted and approved by DONE.
- b) Each Stakeholder shall receive only one ballot corresponding with his or her Geographic District, Special Interest, or At-Large 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 Representatives may vote once each for up to thirteen (13) 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 (or Inspector of Elections) with the appropriate documentation within three days.

10.3 Minimum Voting Age: All Stakeholders aged eighteen (18) and above on the date of the election shall be entitled to vote in the Council elections; provided, however that all Stakeholders ages fifteen (15) through 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.

10.4 Method of Verifying Stakeholder Status: To run for a seat on the GHNNC, an eligible 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 at least sixteen (16) but no more than twenty-five (25) 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 (or Inspector of Elections)

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

10.6 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.

10.7 Election Disputes: Any disputes or challenges regarding voter and candidate eligibility shall only be resolved by a majority decision of the Board, or by the majority vote of an Ad Hoc Committee of at least three people appointed by the Board for the purpose of (i) ruling on the eligibility of provisional ballots, (ii) determining whether factual basis claims have been adequately affirmed, and (iii) confirming the District in which any Stakeholder should be designated.

Article XI: Grievance Process

11.1 Formal Grievance Process:

- a) Those seeking redress of alleged violations relating to matters of procedure or law that concerns the entire Board or its committees, not an individual Director, must submit such grievance 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, or designee thereof, 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 by an independent body from a pool of Stakeholder volunteers, excluding Directors, who wish to serve on a grievance panel. The list will remain open for seven (7) days following the meeting to allow Stakeholders to express their interest to serve.
- c) At that time, said independent body shall randomly draw three (3) names from such list 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 grievance panel's recommendation shall be added to the agenda of the next Regular 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 XII: Parliamentary Authority

The Standing Rules shall indicate the governing parliamentary authority of all meetings.

Article XIII: Amendments

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

At such time as the Policy & Rules Committee recommends that the Board schedule a Special Meeting for the purpose of having Stakeholders vote on whether to adopt such 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 affirmative vote of two-thirds (2/3) of Stakeholders present and voting, exclusive of abstentions and recusals, at a Special Meeting called for that purpose.

Amendments approved by such Stakeholders shall be forwarded within fourteen (14) days 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.

Article XIV: Compliance

The Council, its representatives, and all Stakeholders shall comply with these Bylaws, the Standing Rules, and any procedures as may be adopted by the Board; as well as with all local, county, state and federal laws, including, without limitation, The Plan, the City Code of Conduct, the Brown Act, the Public Records Act, the American Disabilities Act; and with all laws and governmental policies pertaining to conflicts of interest.

14.1 Code of Civility: The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

14.2 Training: All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

14.3 Self-Assessment: Every year, the Council shall conduct a self assessment pursuant to *Article VI, § 1* of The Plan.

14.4 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 or organization 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 of property, 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 official 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.

Attachment A – Map of Neighborhood Council

TBD

Attachment B – Governing Board Structure & Voting

TBD

Schedule I - DEFINITIONS

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

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

Board Member or Director: An elected or appointed member of the GHNNC Board of Directors.

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

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

The Bylaws: This governing document. All references herein to Articles, Sections, and Exhibits shall be construed to refer to Articles and Sections of, and Exhibits to, these Bylaws.

The City: The City of Los Angeles.

The County: The County of Los Angeles.

DONE: The City of Los Angeles Department of Neighborhood Empowerment or any successive name, acronym, or initialism referring to the entity providing oversight and guidance for the City of Los Angeles' citywide system of neighborhood councils.

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

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.

The Neighborhood: All areas within the boundaries of the GHNNC as defined in Article III.

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

Robert's Rules: Robert's Rules of Order Newly Revised, 10th Ed.

The Standing Rules: The policies, guidelines, and rules of the GHNNC, as adopted by the Board.

The State: The State of California.

EXHIBIT I

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL
STAKEHOLDER VERIFICATION FORM
DECLARATION OF STAKEHOLDER STATUS
WITHIN A CITY OF LOS ANGELES NEIGHBORHOOD COUNCIL

I, _____ do hereby announce and
(Print name in full)

declare that I am a Stakeholder of the Granada Hills North Neighborhood Council based on the following factual basis *(please check one only – see GHNNC Bylaws for eligibility requirements):*

- Live** in the Neighborhood **Own Property** in the Neighborhood **Work** in the Neighborhood
- Affiliated with a local **Educational** institution/program Affiliated with a local **Environmental** group/program
- Affiliated with a local **Faith-Based** institution/program Affiliated with a local **Neighborhood Organization**
- Affiliated with a local **Park** Affiliated with a local **Youth Group** Member of a local **Resident Association** (HOA)
- Affiliated with a **Small Business** in the Neighborhood **Student** (age 15-25) attending school/living in the Neighborhood

Please provide details: _____

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

- District One** **District Two** **District Three**

corresponding with the address:

Street number Street Unit #

City State Zip Code

Mailing address *(if different than above):*

Street number Street Unit #

City State Zip Code

Daytime Phone #: (____) _____ Evening Phone #: (____) _____

Fax #: (____) _____ e-mail address: _____

I hereby declare, under the penalty of perjury, that the above statements are true and correct, and that I possess all the legal qualifications of a Stakeholder as required in the GHNNC Bylaws.

Signature

Date

<u>FOR OFFICIAL USE ONLY</u>	
Received by: _____	Documentation verified? <input type="checkbox"/> Yes <input type="checkbox"/> No

EXHIBIT II

CITY OF LOS ANGELES
CALIFORNIA



Granada Hills North Neighborhood Council
Grievance and Complaint Form

Date of alleged violation: _____ **Location:** _____

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

Suggested remedy: _____

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

Signature/Date **Printed Name**

Address: _____

Phone: _____

Submit a copy of this form and all attachments to both the "GHNNC President" and the "GHNNC Vice-President" at: 11862 Balboa Blvd #137, Granada Hills, CA 91344-2753

CURRENT BYLAWS	PROPOSED BYLAWS
Article 1: Name	Article I: Name
Article 2: Definitions	Schedule I: Definitions
Article 3: Boundaries	Article III: Boundaries
Article 4, Section 4.1 - Objectives and Policies of the Council	Article II: Purpose
Article 4, Section 4.2 - Communicating with Stakeholders	Article V, Section 5.11 - Community Outreach
Article 5: Stakeholders	Article IV: Stakeholders
Article 6: Composition of the Board of Directors	Article V: Governing Board
Article 7: Neighborhood Council Elections	Article X: Elections <i>(Sections re-ordered to fit BONC wireframe)</i>
Article 7, Section 7.2 - Board Term	Article V, Section 5.4 - Terms and Term Limits
Article 7, Section 7.5 - Filling Board Vacancies	Article V, Section 5.6 - Vacancies
Article 8, Section 8.1 - Duties and Privileges of Directors	Article V, Section 5.5 - Duties and Powers
Article 8, Section 8.2 - Compensation	Article V, Section 5.5(a) - Compensation
Article 9: Officers of the Board and their Duties	Article VI: Officers <i>(Sections re-ordered to fit BONC wireframe)</i>
Article 10: Meetings of the Board	Article VIII: Meetings
Article 10, Section 10.5 - Quorum	Article V, Section 5.2 - Quorum
Article 11: Board Decisions	Article V, Section 5.3 - Official Actions
Article 12, Section 12.1 - Reconsideration Procedures	Article VIII, Section 8.4 - Reconsideration Procedures
Article 12, Section 12.2 - Formal Grievance Process	Article XI: Grievance Process
Article 13: Ethics	Article XIV, Section 14.4 - Ethics
Article 14: Committees	Article VII: Committees and Their Duties <i>(Sections re-ordered to fit BONC wireframe)</i>
Article 15: Changes to These Bylaws	Article XIII: Amendments
N/A	Article V, Section 5.7 - Absences
N/A	Article V, Section 5.8 - Censure
N/A	Article V, Section 5.9 - Removal
N/A	Article V, Section 5.10 - Resignation
N/A	Article VII, Section 7.4 - Quorum of Committees
N/A	Article IX: Finances
N/A	Article X, Section 10.5 - Restrictions on Candidates Running for Multiple Seats
N/A	Article X, Section 10.7 - Election Disputes
N/A	Article XII: Parliamentary Authority
N/A	Article XIV: Compliance
N/A	Article XIV, Section 14.1 - Code of Civility
N/A	Article XIV, Section 14.2 - Training
N/A	Article XIV, Section 14.3 - Self-Assessment
N/A	Attachment A: Map of Neighborhood Council
N/A	Attachment B: Governing Board Structure & Voting
Exhibit I: Stakeholder Verification Form	Exhibit I: Stakeholder Verification Form
Exhibit II: Grievance and Complaint Form	Exhibit II: Grievance and Complaint Form