

LA-32

Neighborhood Council

**LA-32 NEIGHBORHOOD
COUNCIL**

~~**BY-LAWS**~~
BYLAWS

Approved June 01, 2015

LA-32 NEIGHBORHOOD COUNCIL ~~BY-LAWS~~BYLAWS

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ARTICLE I NAME

The name of this Neighborhood Council shall be the LA-32 Neighborhood Council (“LA-32 NC”).

ARTICLE II PURPOSE

Principles of Governance- The purpose of LA-32 NC is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable and viable manner.

- A. The **PURPOSES** of LA-32 NC are:
1. Provide an inclusive and open forum for public discussion of issues of interest related to to LA-32 NC, including City governance, the needs and of LA-32 NC, the delivery of City services to LA-32 NC and other matters of a citywide nature.
 2. Represent the interest of all LA-32 NC members (“Stakeholders”) regarding public policy issues affecting the LA-32 NC area.
 3. Advise the City on issues of interest to LA-32 NC, including City governance, the needs of LA-32 NC, the delivery of City services tothe LA-32 NC Area (“Area”) and other matters of a citywide nature.
 4. Promote LA-32 NC Stakeholder participation in City governance and decision-making processes and promote greater awareness and utilization of City services available to stakeholders.
 5. Initiate, execute and support projects for the physical, social and cultural improvement of LA-32 NC in Area.
 6. Interact with and monitor City department activities in the LA-32 NC area to assure effectiveness, accountability and timeliness in response to Stakeholder service calls.
 7. Serve as a forum whereby City agencies may present information on projects that will affect the LA-32 NC community in order to get advice and any vote of confidence.

8. Recommend and advise the City and other agencies on land use and economic development issues, and on methods to improve the delivery of services to the community area.
9. Facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.
10. Promote and enhance civic participation and community affairs ensuring the opportunity for diverse interests to participate in those affairs of the community.
11. Work with other Los Angeles Neighborhood Councils, as appropriate, on issues of common interest.
12. Assist, as appropriate, other organizations, in the LA-32 NC area, which want help in accomplishing their objectives and projects and which the LA-32 NC Board of Directors duly decides to support, with the objective of benefitting LA-32 NC.

B. The **POLICY** of LA-32 NC is to:

1. Respect the diversity, dignity, and expression of views of all individuals, groups and organizations within the community and /or involved in LA-32 NC.
2. Remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers and committee members, as hereinafter set forth.
3. Utilize the Early Notification System (ENS) to inform LA-32 NC Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process.
4. Encourage all Stakeholders to participate in activities of LA-32 NC.
5. Inform and educate, to the greatest extent possible, all Stakeholders of forthcoming projects, events of community interest and of resources available to them.

6. Consistently and diligently outreach to the diverse members of the community.
7. Prepare outreach materials in English and other languages as needed (meetings are not required to be multi-lingual, unless resources are available to do so and advanced notification is given.)
8. Prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation.
9. Have fair, open and transparent procedures for the conduct of all LA-32 NC activities.

ARTICLE III BOUNDARIES

LA-32 NC covers a geographic area described below:

Section 1: Boundary Description - The boundaries abut the boundaries of adjacent Neighborhood Councils, City of Alhambra boundaries, and County boundaries.

The boundaries of LA-32 NC shall be that of the 90032 ZIP code postal zone area, except for the housing condominiums of Monterey Hills, Census Tract 2013.020 the legal description of LA-32 NC is as follows:

Beginning at a point of intersection of the city limits of the City of South Pasadena and a line parallel with and lying 200 feet westerly of the centerline of Collis Avenue; along said parallel line southerly to a point of intersection with the centerline of Yoakum Street; thence westerly along said centerline and the westerly prolongation thereof to a point of intersection with the boundary of Ernest E. Debs Regional Park; northerly, westerly and southerly around the perimeter of said Park and continuing along the southerly prolongation of the last bound to a point of intersection with the centerline of Mercury Avenue;

Thence westerly along said centerline and its westerly prolongation to a point of intersection with the centerline of Sierra Street; thence southerly along said centerline to a point of intersection with the centerline of Flora Avenue; thence westerly along

said centerline to a point of intersection with the centerline of Lincoln Park Avenue; thence southerly along said centerline to a point of intersection with the centerline of North Broadway; thence easterly along said centerline and its easterly prolongation to a point of intersection with the centerline of North Mission Road; thence northeasterly along said centerline to a point of intersection with the centerline of North Soto Street;

Thence southerly along the centerline of North Soto Street and prolongation thereof to a point of intersection with the southerly boundary of the Union Pacific Transportation Company right of way; thence easterly along said right of way to a point of intersection with the centerline of Boca Avenue; thence along said centerline southerly to the city limits of the City of Los Angeles with the unincorporated area of the County of Los Angeles; thence easterly, northerly, westerly and northerly along the line of said city limits, bounded by said unincorporated area of the County of Los Angeles and by the cities of Alhambra and South Pasadena, respectively, to the point of beginning,

Except therefrom that land in the City of Los Angeles lying within the area more particularly described as census tract 2013.020, as defined by the United States Census Bureau (Lincoln Heights); and,

Also excluding any lands contained within the boundaries of the Lincoln Heights Neighborhood Council, as more particularly described in that certain document carrying the legal description of said Council, filed as of February 2002, as amended, in that Council's Application for Certification to the Los Angeles Department of Neighborhood Empowerment (Department).

Section 2: Internal Boundaries - Regions

- A. North-North of Huntington Drive and East of Monterey Road
- B. East-East of Eastern and South of Huntington Drive, and north of the Union Pacific; railroad track
- C. South-South of the Union Pacific railroad tracks.
- D. West-West of Eastern Avenue and Monterey Road, and north of the Union Pacific railroad tracks.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

Board shall be the Governing Board of LA-32 NC within the meaning of that term as set forth in these ~~By-Laws~~

A. **Section 1: Composition** - The Board shall consist of **fifteen (15)** Stakeholders elected, selected or appointed by the Board and/or Stakeholders. The composition of the Board shall as follows:

1. Twelve (12) members to be elected by four (4) Regions, and the remaining three (3) to be elected At-Large.

North Region-Three (3) Positions for ANY Stakeholder (who is at least 18 years of age and who lives, works or owns property) that is located or serves this region.

South Region Three (3) Positions for ANY Stakeholder (who is at least 18 years of age and who lives, works or owns property) that is located or serves this region.

East Region Three (3) Positions for ANY Stakeholder (who is at least 18 years of age and who lives, works or owns property) that is located or serves this region.

West Region Three (3) Positions for ANY Stakeholder (who is at least 18 years of age and who lives, works or owns property) that is located or serves this region.

2. At Large Two (2) Positions for ANY Stakeholder (who is at least 18 years of age and who lives, works or owns property) that serves the LA-32 NC area.
3. Community Interest At Large – One (1) Position Stakeholder or ANY Stakeholder who is at least 18 years of age and who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by ; and the Department of **Neighborhood Empowerment**.

Each Board member shall be referred to as “Director”.

Section 2: Quorum - The quorum shall be defined as a simple majority of the given group two (2) for committee meetings, three (3) for Executive Committee meetings, and eight (8) for General or Special Meetings. Any official vote can be taken only when a quorum exists. Floating quorums are not allowed.

Section 3: Official Actions - A simple majority vote (50% + 1) by the Directors present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these **By-Laws**. Any member of the Board of LA-32 NC who has a financial or material pecuniary interest in an item, as defined by State, Federal or local laws, shall recuse themselves from voting on any item in question.

Section 4: Terms and Term Limits- Directors shall serve a two (2) year term commencing after being seated. Beginning in 2012, Directors may only serve eight (8) consecutive years on LA-32 NC. No Board seat shall be filled by any Stakeholder for any period up to twelve (12) years or any combination thereof.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern LA-32 NC and to carry out its objectives. No individual Director of the Board shall speak for the Board or otherwise publicly represent a Board position unless an official action of the Board has been promoted at a public meeting. The Board may, by official action, delegate to any Board Member the authority to present before any public body a standing LA-32 NC position previously adopted by the Board or a statement that the LA-32 NC has had insufficient time to develop a position or recommendation on a matter before that body; such authority may be revoked at any time by the Board.

Section 6: Filling Vacancies - If a Director resigns, is expelled or is recalled from his/her position, or if there were not enough candidates to fill a specific category during the election, the Board can nominate individuals to fill those vacant positions, all candidates must verify stakeholder status by completing a candidate application form . The order of selection is as follows:

- A. **Same Region** - The Board may first nominate from the pool of candidates in the same region that did not win in that election, pending if the candidate is still interested.
- B. **Top Runners-up of any other Region** - If there were no losing candidates from the same region, the Board may nominate from the top runner-up candidates from other categories (region or at-large).
- C. **Nominate from Stakeholders** - Board members may nominate Stakeholders or any Stakeholder can request consideration for filling in that vacancy.
- D. **Board Approval** - The Board shall vote and approve all nominations to fill vacancies by a simple majority vote. The person thus selected will serve out the remainder of the original term.

In no event shall a vacant seat be filled while a general election is scheduled to occur within sixty (60) days from the date of vacancy.

Section 7: Absences - Any Director who misses two (2) consecutive regularly scheduled General Meetings or, optionally, three (3) total Board meetings during any twelve (12) month period will be automatically removed from the Board. Each Director's absence shall be recorded in the LA-32 NC meeting minutes or other manner of LA-32 NC record keeping, and that, upon missing the required number of Board meetings for removal, the LA32 NC Presiding Officer shall notify the Board Director and provide notice to that Director that their seat has been declared vacant. Expulsion from the Board will not affect the Stakeholders LA-32 NC member status.

Section 8: Censure - LA-32 NC can take action to publicly reprimand a Director for actions conducted in the course of LA-32 NC business by censuring the Director at a Board meeting. Censures shall be placed on the agenda for discussion and action and the Recording Secretary must file a copy of the Censure in Director's file LA-32 NC shall consult with the Office of the City Attorney throughout any censure process.

Section 9: Removal of Governing Board Members - LA-32 NC shall consult with the Office of the City Attorney throughout any board removal process. Directors may be removed in the following ways.

- A. **Petition by Stakeholders** - A Director may be removed from the Board office by the submission of written petition to the Corresponding Secretary, which includes: 1) the identity of the Director to be removed, 2) a description, in detail, of the reason for removal, and 3) the valid signatures of two hundred (200) Stakeholders.
1. Upon receipt of a written petition for removal the Corresponding Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Board meeting.
 2. Removal of the identified Director requires a two-thirds (2/3) majority of the attending Directors.
 3. The Director who is the subject of the removal action shall have the right to deliver to all Directors 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 Director may be removed from the Board for good cause, including, but not limited to; disruptive conduct; interfering with LA-32 NC business; violations of the ByLaws or Standing Rules following a Director's submission to the Board of a petition which includes: i) the identity of the Director 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 nine (9) Directors.
1. The petition shall be delivered simultaneously to all Directors and the matter placed on the agenda and scheduled for a vote at the next regular Board meeting.
 2. Removal of the identified Director requires a two-thirds (2/3's) majority of the attending Directors.
 3. The Director who is the subject of the removal action shall have the right to deliver to **all Directors** a written statement about the matter and/or to speak the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
 4. The Director, being removed, must have been censured by the Board before for the same action; before a Petition by the Board for removal shall be considered by LA-32 NC

If the vote for removal is affirmative, the position shall be deemed vacant and filled via LA-32 NC's vacancy clause.

Section 10: Resignation - A Director may resign from LA-32 NC 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 in writing.

Section 11: Community Outreach - LA-32 NC shall direct that a system of outreach be instituted to inform Stakeholders as to the existence of activities of LA-32 NC, including its Board elections, to find future leaders of LA-32 NC and to encourage all Stakeholders to seek leadership positions within LA-32 NC. Further services covered in Article VII Section 1 f.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The Officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: **President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary.** **Section 2: Duties and Powers** - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board.

A. The **President** shall:

1. Preside over the Board in the capacity as Chairman and as presiding officer of the general community meetings.
2. Prepare the meeting agenda with the assistance and approval of the Executive Committee.
3. Serve as the official LA-32 NC representative, including as liaison with governmental agencies.
4. Establish committees as defined in Article VII and members to such committees.
5. Maintain an official archive of all relevant LA-32 NC reference materials, specifically including the LA-32 NC ~~By-Laws~~ **Byaws**.

6. Assists the Vice-President as needed to moderate all forms of social media (Website, Facebook, Twitter, YouTube, etc.).
7. Perform such other duties as determined by the Board, consistent with these ~~By-Laws~~ Bylaws and Title IX of the Charter.

B. The **Vice President** shall:

1. Preside, ~~and~~ perform duties, ~~and act~~ in the absence of the President;
2. Assist in the preparation of the agenda and invite guest speakers;
3. Maintain, post and Moderate all forms of social media (Web ~~Page site~~, Facebook, ~~Twitter, and YouTube Yahoo Group~~); The Vice President will be given the password and username to do so;
- 4.
5. ~~Records and maintains an official archive of all video footage of LA32NC General Board Meetings and Executive Committee Meetings into the LA-32 NC digital files hard-drive and posts them online; and~~
6. Perform other duties assigned by the President.

C. The **Treasurer** shall:

1. Be responsible for receiving and disbursing all funds and issuing receipts.
2. Maintain as an archive, LA-32 NC's book of accounts, as prescribed and approved by the Department and submit accounting statements to the Department when requested, as well as report receipts and expenditures at LA-32 NC Board Meetings.
3. ~~Be Chair of~~ the LA-32 NC Budget & Finance ~~Committee~~, working closely with the Chairs of all established Committee's as specified in Article VII herein.
4. Develop a basic understanding of financial record-keeping procedures and conduct the functions of the Treasurer's office as prescribed by the Department and as more fully described in Article IX.

D. The **Recording Secretary** shall:

1. Be responsible for preparing and getting approval of the minutes of the official General Meetings, and collecting minutes of Committee and Board meetings, and maintaining the various minutes in a “Minute Book” as an archive. **That is unless a has been hired to prepare the minutes**
2. Notify the public and the Department of LA-32 NC meetings.
3. Take roll call of Directors of General and Executive Committee meetings, and tallying Board votes on motions.
4. Maintains an updated roster of Director eligibility to vote.

Receive and maintain on file as an archive Stakeholder sign in sheet.

- 5.
6. Maintain on file copies of the Conflict of Interest forms submitted to the Department of all LA-32 NC Directors.

E. The **Corresponding Secretary** shall:

1. Notify the public of all LA-32 NC General and Executive Committee meetings, by posting visible notices at a minimum of five (5) locations as required by policy of the City ordinance at least seventy-two (72) hours in advance of the meeting. Additional outreach methods may include, mailing notices to active members, newsletters, e-mail, street banners, and a website.
2. Update and maintain the database of Stakeholders and be responsible for “certifying” eligibility of members.
3. .
4. Write and mail official LA-32 NC correspondence, and maintain an archive, and copies of such correspondence.
5. Work closely with the Membership & Outreach Chair to devise methods to increase membership and attendance to LA-32 NC meetings, as specified in Article VIII.

7. Maintain a sufficient supply of copies of the current version the By-Laws so as to make the By-Laws readily available to any Stakeholder upon reasonable request.

Section 3: Selection of Officers - Officer positions shall be filled every two (2) years at the first official Board meeting following their election or selection in election years, and at the subsequent second year anniversary mark of the Officers' election in Board non-election years.

A. All twenty-one (21) Directors of the Board are eligible to run for the five (5) Officer positions.

B.

a (1) At the General Meeting when the new Board members are installed, all Board Directors all LA-32 NC voting Stakeholders present, shall vote to elect the five (5) Officers. Any tie-vote will be decided by a second vote of the two (2) highest vote getters. In case of a tie, the Board shall vote to break the tie.

b (2)

c (3)

C. **Section 4: Officer Terms** - Officers are elected to a two (2) year term and serve at the pleasure of the Board. They may stand for re-election every two (2) years. In order to encourage diversity and innovation in leadership, no Stakeholder may serve more than eight (8) consecutive years an Officer of the Board beginning in 2012.

ARTICLE VII COMMITTEES AND THEIR DUTIES

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

Section 1: Standing Committees - Standing Committees are permanent committees. The following Standing Committees will be ongoing for the continued success of LA-32 NC:

a. **Executive Committee** - as explained in Article VI

b. **Sports and Recreation Committee** - shall be responsible for pPlanning and carrying out functions involving our parks and recreation, including outside sporting activities.

- c. **Land Use and Development Committee** - shall prepare for the Board, reports on land use and economic development projects affecting LA-32 NC and invite City officials to discuss those projects with LA-32 NC.
 - d. **Beautification Committee** - shall work with any and all projects dealing with the physical aspects of our community.
 - e. **Arts and Culture Committee** - shall report to the Board on community events and projects involving the arts and the culture of LA-32 NC. Make recommendations to support these projects, and/or develop new projects for LA-32 NC to pursue.
- F. **Membership and Outreach Committee** - all Committees shall work in cooperation with Outreach Committee to achieve goals as described above in Article V Section 11. Devise methods to increase membership and attendance to LA-32 NC meetings, and shall work closely with the Corresponding Secretary.
- 1. LA-32 NC shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular LA-32 NC meeting.
 - 2. LA-32 NC shall maintain a web site presence to disseminate information to council Stakeholders and others interested in LA-32 NC.
 - 3. In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blast to various organizations including a regularly scheduled e-blast to local government officials to, the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.
 - 4. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.
- G. **Public Safety Committee** - shall work with CERT, Fire Department, Police Department and any other business or organization to deal with public safety concerns in LA-32 NC area.

- H. **Business and Economics Committee** - shall work with the City, business and organizations to aid as liaison between the businesses and City monetary concerns with LA-32 NC.
- I. **Environmental Green Committee**- understand issues concerning our environment and the importance of providing healthy living choices; making buying decisions and lifestyle choices to help sustain the environment.
- J. **By-Laws Committee** - enforce as well as make changes to our By-Laws. These members should be knowledgeable with our By-Laws, ~~and keep~~ **inform** all Stakeholders aware of corrections and changes.
- K. **Education Committee** - act as the LA-32 NC liaison with any educational entity within the LA-32 NC community, **and/or develop new projects for LA-32 NC to pursue.**
- L. **Budget and Finance Committee** - to handle all financial matters.
- M.

Section 2: Ad Hoc Committees - The Board may approve Ad Hoc Committees which shall deal with temporary issues. Ad Hoc Committees shall be comprised of three (3) or less Directors and may include any interested Stakeholders.

Section 3: Committee Creation and Authorization - In an effort to increase community participation, committee members need not be Directors, but must be Stakeholders of LA-32 NC. Only those Committee members who are Directors are eligible to serve as Chairs of a committee.

- A. With the exception of the Executive Committee, the President shall appoint three (3) Committee Members for each committee to be ratified by the Board. The President will have the power to remove members from any committee.
- B. Standing Committees shall be comprised of at least one (1) Director and may include any Stakeholders. Ad Hoc Committees shall be comprised of less than a quorum of Directors and may include any interested Stakeholders.
- C. Terms of office of all committee members shall expire at the end of term of the Board during which they were appointed.

- D. All committee recommendations shall be presented to the General Board Meeting for discussion and action.
- E. Committee meetings shall be subject to and shall be conducted in accordance with dictates of the By-Laws and the Brown Act. Minutes shall be taken at every Committee meeting.
- F. The Board may establish, disband or make changes to any Standing or Ad Hoc Committee's. Any such action by the Board shall be noted in the Board meeting minutes.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54951.5 et. seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within LA-32 NC boundaries at a location, date and time set by the Board or Committee. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - Regular meetings shall be held at least once per quarter and may be held more frequently as determined by the Board and Committees. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.
 - 1. LA-32 NC **General Meetings** shall be held on the 1st Wednesday of every month and commence at 6:00pm at the El Sereno Senior Citizen's Center. Any change to the location or time be approved at the previous General meeting. This meeting shall be advertised as extensively as possible to the LA-32 NC area, as specified in Article VIII Section 3.
 - 2. LA-32 NC **Executive Committee Meetings** shall be held each month following a General Meeting, but prior to the next General meeting. This meeting is to plan and place items on the agenda for consideration at the next General Meeting. Major policy matters cannot be approved, but only recommended to the entire Board of Directors at the General

Meeting for consideration. The date, time and place of this meeting shall be advertised as extensively as possible to the LA-32 NC area.

3. **LA-32 NC Committee Meetings** may be called by the committee chairperson to be held at reasonable times and locations.

- B. **Special Meetings** - The President or a majority of the Board shall be allowed to call a Special Board meeting as needed. Time and place to be determined by members involved. The date, time and place of this meeting shall be advertised as extensively as possible to the LA-32 NC area.
- C. Public comments shall be received in writing to the President. Total public comments shall be limited to thirty (30) minutes and the President may limit speakers to no less than one (1) minute of speaking time. Any Director may make a motion to extend the public comment period.

Section 2: Agenda Setting - The Executive Committee shall set the agenda for each General Board meeting.

Any Stakeholder may make a proposal for action by LA-32 NC by submitting a written request to the Chair or presiding Officer, or during the public comment period of a regular LA-32 NC meeting. The Chair shall promptly refer the proposal to a Standing Committee. The Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. LA-32 NC is required to consider the proposal at a committee or Board meeting, but is not required to take further action on the proposal. Proposals made under this subsection are subject to the rules regarding reconsideration.

- B. **Initiative:** Stakeholders must submit a petition of at least fifty (50) signatures of Stakeholders **including Region, Name, phone/contact info** to compel the Board to entertain a vote on a motion. The petition shall include a paragraph of fifty (50) words or less outlining the purpose and content of the Initiative, **name, address or contact list info of the Stakeholder.**

Section 3: Notification/Postings At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council physical posting location/s **shall be referenced on the agenda.**

Section 4: Reconsideration - The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, a Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be

reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are in the Motion for Reconsideration.

- B. The Motion for Reconsideration shall be brought forth, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled Board meeting that follows the meeting where the action subject to reconsideration occurred. The Board may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board.
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Recording Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Recording Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration, which is properly brought before the Board, shall be seconded by any Director of the Board, in order to be considered by the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Referendum: A Referendum is a procedure by which Stakeholders may compel the Board to reconsider a vote again on an action taken earlier by the Board. Any Stakeholder may put forth a referendum by presenting the Board with no fewer than one hundred (100) signatures of Stakeholders supporting the motion. The petition shall include a paragraph of fifty (50) words or less outlining the purpose and content of the petition. The Board reconsider their action per the motion of referendum at the next General Board meeting.

ARTICLE IX FINANCES

- A. 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 Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by Appropriate City Officials regarding LA-32 NC finances, (those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils).
- C. All financial accounts and records shall be available for public inspection and posted on LA-32 NC website, .
- D. Each month, the Treasurer shall provide to the Board .
- E. At least once each quarter, the President and at least one other individual other than the Treasurer, who is appointed by the Board, Shall examine LA 32 NC accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F. ~~All disbursements in an amount less than \$50.00 shall be approved by the President, and all expenditures over \$50.00 shall require the approval of the Board; disbursements by check drawn on the bank account of LA-32 NC shall require two signatures, consistent with the Department regulations and these By-laws. No request for funds or projects falling under this provision shall be abused, nor be allowed expenses beyond \$50.00 per request without Board approval.~~
- G. LA-32 NC is prohibited from entering into any contracts or agreements except through the Department of Neighborhood Empowerment.
- H. The Treasurer will issue a template/forms for processing all funding requests that will outline the steps to request funding from LA-32 NC.
- I. The Treasurer is the first signatory on funding items. The second signatory person will be appointed by the board.

ARTICLE X ELECTIONS

Section 1: Administration of Election - LA-32 NC's election shall be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Stakeholders aged eighteen (18) years old and above shall be allowed to vote at the LA-32 NC elections.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status by providing acceptable documentation.

Section 5: Restriction on Candidates Running for Multiple Seats - A candidate shall declare their candidacy for not more than one (1) position on the Board during a single election cycle.

Section 6: Other Election Related Language - No elected City official shall be allowed to serve on the Board, and if a Director is subsequently elected to City public office, he or she shall immediately tender his or her resignation from the Board. This section limits only City of Los Angeles elected office holders.

ARTICLE XI GRIEVANCE PROCESS

- A. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievance.
- B. Any Stakeholder, excluding Directors, has the right to submit a grievance or submit a petition to the Board. Any Petition by a Stakeholder shall be submitted in writing and have the required petition signatures to the Board, the matter shall be placed on the agenda for the next regular Council meeting. Directors are not permitted to file a grievance against other Directors or against LA-32 NC.
- C. This Grievance Process shall address matters involving procedural disputes, such as the Board's failure to comply with rules or these By-Laws. It is not intended to apply to

Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at LA-32 NC Board meetings.

D. The Grievance Procedure below shall be used to challenge formal action of LA-32 NC:

1. **Ad-Hoc Grievance Panel** - The Board shall randomly select from ~~a volunteer list~~, two (2) from Stakeholders **who have expressed an interest**, and two (2) Directors, who have expressed an interest in serving from time-to-time on such a panel, to review the complaint.
2. **The Ad-Hoc Panel Meeting**-Within two (2) weeks of the Panel's selection, the Board shall coordinate a time and place for the panel to meet with person(s) submitting a grievance to discuss ways in which the dispute may be resolved. Within two (2) weeks following such a meeting, a member of the panel shall prepare a written recommendation to be submitted to the Recording Secretary of the Board outlining the Panel's collective recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among Directors until recommendations are heard publicly at the next regular Board meeting.
3. **Final Meeting** - if the Stakeholder filing the grievance is not pleased with the vote of the Board, he or she may file a complaint to the Department for consideration.

ARTICLE XII PARLIAMENTARY AUTHORITY

LA-32 NC shall use Robert's Rules of Order when conducting meetings.

ARTICLE XIII AMENDMENTS

- A. Any Director may propose an amendment to these By-Laws. The Board shall forward all proposals to a By-Laws Committee to review and to provide recommendations to the Board.
- B. Any Stakeholder may propose an amendment to these By-Laws during the public comment period of a regular LA-32 NC meeting by submitting a petition of a total of (100) signatures of Stakeholders and (25) signatures from each of the four (4) regions to support the motion to amend.

- C. Any amendment to the By-Laws requires one (1) month of public notice to allow for any stakeholder comment before the Board can act on it. Posting must be at least at one physical location, all LA 32 NC social media, and DONE's early notification system.
- D. After proper notice amendmentproposal to amend of the BylawsBy-Laws must shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Board meeting.
- E. An amendment to these By-Laws requires a two-thirds (2/3) vote of the Directors present at a duly notice general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- F. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the By-Laws shall become effective immediately.

ARTICLE XIV COMPLIANCE

LA-32 NC, its representatives, and all Stakeholders shall comply with these By-Laws and with any additional Standing Rules or Procedures as may be adopted by the as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest. No Director shall speak on or vote on a matter in which he or she, or his or her family, has a direct financial stake, **without first seeking City Attorney Approval.**

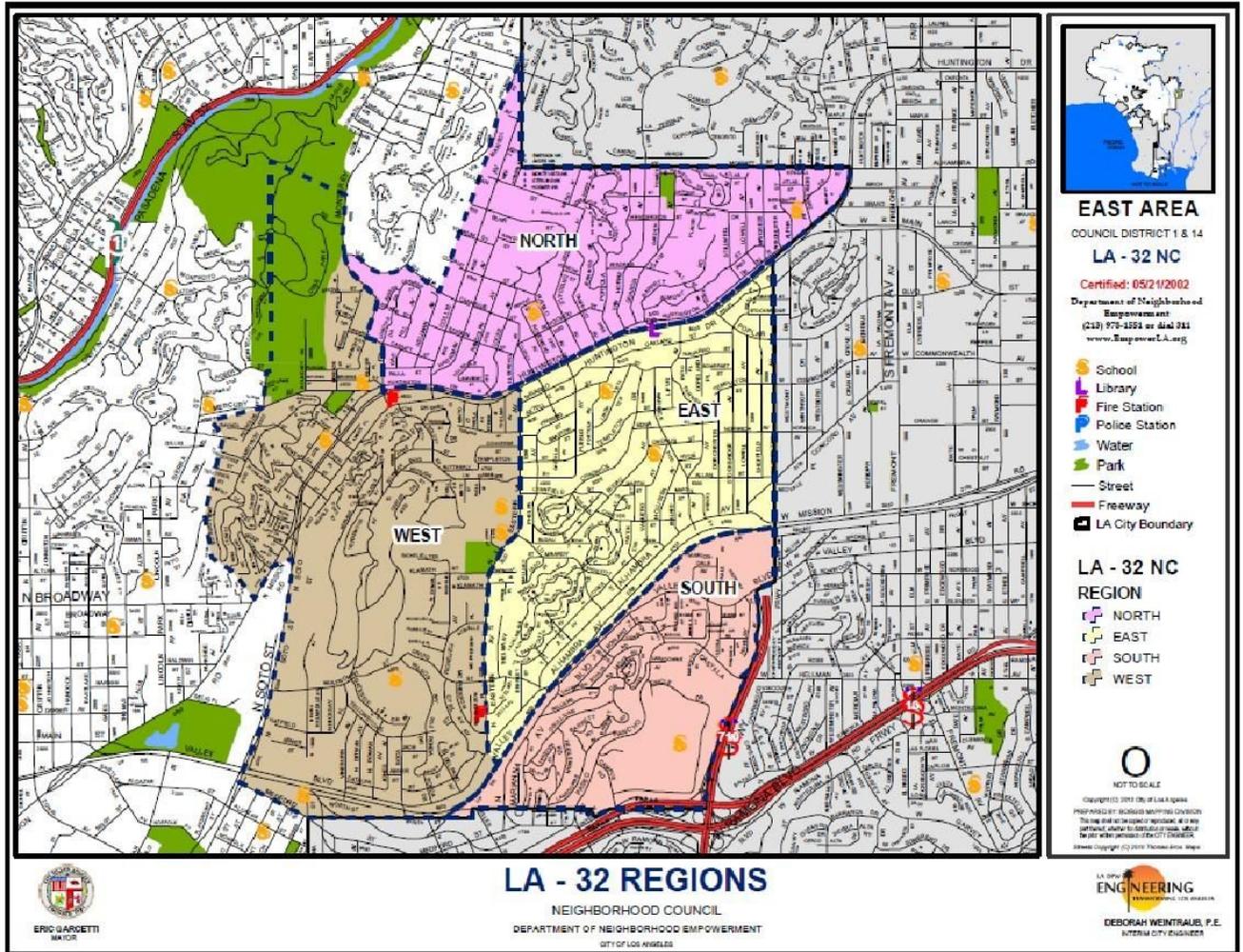
Section 1: Code of Civility - LA-32 NC, its representatives, and all Stakeholders shall conduct all LA-32 NC business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy

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

Section 3: Self-Assessment - Every year, LA-32 NC shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan, **submit Budget & Packet that is required by Department of Neighborhood Council.**

ATTACHMENT A – Map of LA-32 Neighborhood Council

debs park to be edited for the entrance portion



**ATTACHMENT B – Governing Board Structure and
Voting LA-32 –15 Board Seats**

-----OFFICER SEATS TO BE VOTED DURING ELECTION-----

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At-Large/Community Interest Director Term: 2 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election.	Stakeholders who are at least 18 years of age at the time of the election.
At-Large Directors Term: 2 Years	2	Elected	Stakeholders who live, work, own property or a business, who are members of a community organization or a public agency within the defined boundaries of the LA-32 Neighborhood Council and who are 18 years or older.	Stakeholders who live, work or own property within the Neighborhood Council and who are at least 18 years of age at the time of the election.
West Region Directors Term: 2 Years	3	Elected	Stakeholders who live, work, own property or a business, who are members of a community organization or a public agency within the defined boundaries of the West Region and who are 18 years or older.	Stakeholders who are at least 18 years of age and who live, work, or own property in the LA-32 West Region.

<p>East Region Directors Term: 2 Years</p>	<p>3</p>	<p>Elected</p>	<p>Stakeholders who live, work, own property or a business, who are members of a community organization or a public agency within the defined boundaries of the East Region and who are 18 years or older.</p>	<p>Stakeholders who are at least 18 years of age and who live, work, or own property in the LA-32 East Region.</p>
<p>North Region Directors Term: 2 Years</p>	<p>3</p>	<p>Elected</p>	<p>Stakeholders who live, work, own property or a business, who are members of a community organization or a public agency within the defined boundaries of the North Region and who are 18 years or older.</p>	<p>Stakeholders who are at least 18 years of age and live, work, or own property in the LA-32 North Region.</p>
<p>South Region Directors Term: 2 Years</p>	<p>3</p>	<p>Elected</p>	<p>Stakeholders who live, work, own property or a business, who are members of a community organization or a public agency within the defined boundaries of the South Region and who are 18 years or older.</p>	<p>Stakeholders who are at least 18 years of age and live, work, or own property in the LA-32 South Region.</p>

ATTACHMENT C – Standing Rules

Passed April 1, 2015 with Vote 12-0-0

1. Process for Election of Officers

The procedure used to elect officers of the Neighborhood Council Governing Board is as follows:

- .01 Nominations will be opened from the floor for each officer position beginning with the President. Board members may nominate or self nominate. Nominees will then accept or not accept the nomination. A list of candidates for the office will be determined.
- .02 Each candidate will have three minutes to give his/her qualifications for the position he/she is seeking as well as stating what he/she intends to do from that position in the coming year(s). After each candidate for a particular position has had the opportunity to speak, members of the board may ask questions of any of the candidates is so desired.
- .03 A vote by show of hand will then be taken. If no candidate receives a majority, then the name of the candidate with the fewest votes will be removed from the list of candidates and voting will proceed. The process will continue until one candidate receives the majority of the votes.

The process will be repeated for the remaining offices.

2. Time Limit on Public Comment

During Public Comment, each speaker will be limited to one minute per person. It is understood that the Chairperson could extend the time of a speaker.

3. Time Limits on Each Item on Agenda

Each agenda item shall have a specific time limit determined in advance by the President.

4. Order Business During Presentations

The format for presentations, reports and agenda items to the board shall be as follows:

- .01 The presenter make a brief statement, summarizing the issue and salient points for discussion
- .02 A question and answer period for a maximum of 10 minutes
- .03 Public Comment
- .04 Board discussion and action if appropriate.

5. Public Comment

Public wishing to speak to the Governing Board may fill out a Speaker Card and provide his/her name, business or organization affiliation (if any), whether they are a paid speaker and who paid him/her to speak, and the agenda item number they wish to address.

6. **Schedule of Committee Meetings**
Committees will report to the President on committee meeting times and will distribute the information to the known committee members. This will be a continuing activity.
7. **Committee Chair's Authority to Reserve Meeting Spaces and Post Agendas**
Committee chairs or committee designee are authorized to arrange for meeting spaces and post agendas.
8. **Committees Requested to Meet at Least Once per Quarter**
All standing committees are requested to meet at least once per quarter. The Chair of a committee not meeting this requirement will be asked to explain why the committee has not met.
9. **Board member Use of Title/Position**
No officer or member of the Neighborhood Council Governing Board or any of its committees shall commit the Council to action without express approval of the Board.
10. **Board member Solicitation of Donations**
No Neighborhood Council Board member shall solicit donations of any sort using the board name without board approval.
11. **Code of Civility**
The Neighborhood Council adopts the Code of Civility Collectively and individually, the members of the Governing Board of the Neighborhood Council agree to abide by this Code of Civility to ensure that the Council's business is conducted in a respectful, courteous, and effective manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The Neighborhood Council welcomes the diverse views and opinions of our stakeholders and other Board member as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity. By adoption of this motion, and by affixing our signatures to this document, we collectively and individually agree to abide by our Code of Civility to the best of our abilities. By entering this meeting of the Neighborhood Council, stakeholders also agree to abide by the Code of Civility.

- .01 I will conduct myself in a professional and civil manner at all times as a representative of the Neighborhood Council.*
- .02 I will treat each member of the board and members of the the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.*
- .03 Even in face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.*

- .04 Under no circumstances during Neighborhood Council meetings, function, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.*
- .05 I will commit to communicate any ideas and points of view clearly, and allow others to do the same without interruption.*
- .06 I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.*
- .07 Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.*
- .08 I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws.*
- .09 I will commit to learn the applicable laws that govern Neighborhood Councils, including the state constitution, state legislation, the Brown Act, the City Charter, city ordinances, ethics rules, and will not knowingly violate any any of the above.*
- .010 I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.*
- .011 I will promote and enforce a safe meeting environment at all times. At moment when members of the the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.*
- .012 I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.*
- .013 I pledge to truly listen to and hear other points of view.*
- .014 I will practice the art of being able to disagree without being disagreeable.*
- .015 If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.*
- 016 I will commit to good faith efforts to resolve any grievances that come before the board as specified in the bylaws.*
- .017 I owe it to my fellow board members, the public, and the decision-makers who are trying to influence to make the best possible effort to understand the issues before me. I will "do my homework" by reading all meeting agendas and minutes, supplemented materials, and where appropriate, seeking dissenting viewpoints.*

ATTACHMENT D- BONC Website Posting Policy

RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

NEIGHBORHOOD COUNCIL AGENDA POSTING REQUIREMENTS

WHEREAS, the Board of Neighborhood Commissioners established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

WHEREAS, the Working Groups recognized stakeholders are increasingly using the internet and that it allows Neighborhood Councils to communicate with their stakeholders efficiently and inexpensively;

WHEREAS, the Working Groups recognized that any change in the physical posting policy should be accompanied by increased use of other media for outreach;

WHEREAS, the Working Groups recommended that the posting requirements for Neighborhood Councils be changed to require only one physical Brown Act compliant posting while maintaining the Board of Neighborhood Commissioners other outreach requirements;

WHEREAS, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight...and the promulgation of rules and regulations but not be responsible for day-to-day management."

NOW, THEREFORE, IT IS RESOLVED that the Board of Neighborhood Commissioners establishes this policy regarding the posting of agendas for Neighborhood Councils.

2014-01

POLICY NUMBER:

Neighborhood Councils are required to post meeting agendas for Board and Committee meetings as follows:

1. Neighborhood Councils shall post at least one Brown Act compliant agenda for all Board and Committee meetings. Any additional physical postings shall be within the Neighborhood Council boundaries and shall be Brown Act time compliant.
2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.
3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.
3. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list will not be required to comply with the Brown Act's time limits for posting agendas.
4. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.
5. Neighborhood Councils that do not maintain a web site or, if available a page on the EmpowerLA web site shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.
6. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
7. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it

becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.

8. If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year, then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.