

**NORTH HOLLYWOOD NORTHEAST  
NEIGHBORHOOD COUNCIL  
BYLAWS**

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## ARTICLE I NAME

The name of this Neighborhood Council shall be the North Hollywood Northeast Neighborhood Council ("Council").

## ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council 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 **MISSION** of the Council is:

1. To act as a forum for discussion and review of community issues and projects
2. To monitor the delivery of City services in the North Hollywood Northeast Neighborhood Council geographic area;
3. To work with other organizations in North Hollywood and the surrounding areas to help accomplish their objectives or projects;
4. To engage in such activities for the betterment of North Hollywood Northeast Neighborhood

### B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, gender identify, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation;
2. To remain non-partisan with respect to political party affiliation, and to be 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. To utilize the Early Notification System (ENS) to inform the Council and Community 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. To encourage all Stakeholders to participate in activities of the Council;
5. To have fair, open, and transparent procedures for the conduct of all Council business.

## **ARTICLE III BOUNDARIES**

The Council covers the geographic area described below.

**Section 1: Boundary Description** - The boundaries of the Council are set forth in Attachment A - Map of North Hollywood Northeast Neighborhood Council. The boundaries include the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

**A. North –**

1. Roscoe Boulevard between Whitsett Avenue and Lankershim Boulevard;
2. Cantara Street between Lankershim Boulevard and Irvine Avenue;
3. Strathern Street between Irvine Avenue and Tujunga Avenue;
4. Sherman Way between Tujunga Avenue and Vineland Avenue;
5. Along Burbank city lines between Vineland Avenue and Clybourn Avenue.

**B. East –**

1. Lankershim Boulevard between Roscoe Boulevard and Cantara Street;
2. Irvine Avenue between Cantara Street and Strathern Street;
3. Tujunga Avenue between Strathern Street and Sherman Way;
4. Vineland Avenue between Sherman Way and Burbank city lines; and
5. Clybourn Avenue between Burbank city lines and Victory Boulevard.

**C. South –**

1. Victory Blvd between 170 Freeway and the Burbank city line.

**D. West –**

1. Whitsett Avenue between Roscoe Boulevard and Vanowen, East on Vanowen to the 170 freeway.

**E. Share with North Hollywood West Neighborhood Council:**

1. Whitsett Sports Field, Valley Plaza Recreation Center, and Valley Plaza Library

**Section 2: Internal Boundaries - Not applicable.**

## ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the Neighborhood Council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council. A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the Neighborhood Council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations. [The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

## ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) is the Governing Body of the Council. The meaning of that term as is set forth in the Plan for a Citywide System of Neighborhood Councils (“the Plan”).

**Section 1: Composition** - The Board shall consist of *fifteen (15)* Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. Each member should provide acceptable proof of their candidacy before being seated. No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”). The composition of the Board shall be as follows:

- A. **Resident Stakeholder Board Members (5)** – Includes residential property owners and renters who reside in this Council area. Open to Stakeholders eighteen (18) years of age or older who provide satisfactory proof of owning or renting a residence and which is located within the NC boundaries.
- B. **Business Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who provide satisfactory proof of working or owning a business or business property within the NC boundaries.
- C. **Community Organization Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who participate in a community based organization, including but not limited to a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group,

faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries

**D. At-Large Stakeholder Board Members (4)** – Open to Stakeholders who are 18 years of age or older at the time of the election and who provide satisfactory proof that he/she lives, works or owns property within the NC boundaries.

**E. Community Interest Stakeholder Board Member - one (1)** Open to Stakeholders who are 18 years of age at the time of the election and who provide satisfactory proof that he/she lives, works, owns property or claims an ongoing stake, as a community interest stakeholder within the NC boundaries.

**F. Youth Board Member (1)** – Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection. See Admin. Code § 22.814(c). If less than eighteen (18) years of age, the Youth Board Seat member shall be precluded from voting on financial matters, such as neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts

**Section 2: Quorum** - The quorum shall be eight (8) members of the Board. No floating quorums are allowed.

**Section 3: Official Actions** - A simple majority vote by the Board members 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 Bylaws.

**Section 4: Terms and Term Limits** - Board members shall serve a: Four year staggered term (with exception of the youth seat which will be on a two-year term commencing after being seated.)

The Board shall maintain a list of Board Members and their corresponding seats based on the following:

**Round A**

- Resident Member Seat 1
- Resident Member Seat 3
- Resident Member Seat 5
- Business Member Seat 1
- Community Based Organization Seat 1
- At Large Member Seat 1
- At-Large Member Seat 3
- At-Large Member Seat 4

**Round B**

- Resident member Seat 2
- Resident Member Seat 4
- Business Member Seat 2
- Community- Based Organization Seat 2
- At-Large Member Seat 2
- Community Interest Stakeholder
- At-Large Youth Stakeholder

**Section 5: Duties and Powers** - The duty of the Board shall be to govern the Council and to carry out its objectives. They shall maintain an open channel of communication to keep the Stakeholders within their Stakeholder group informed and to hear Stakeholder needs

and concerns of matters involving the City of Los Angeles and the community in a way that is tailored to provide opportunities for involvement in the decision-making process. They shall encourage all Community Stakeholders to participate in all activities of this neighborhood council. The duties of the Board shall be:

1. No individual member of the Board shall speak for the Board or publicly represent a Board position unless authorized to do so by these bylaws or by official action of the Board. Such authority may be revoked at any time by the Board.
2. All board members are accountable and responsible for the proper expenditure of public funds
3. All board members are required to attend and participate in at least four (4) events sanctioned by the North Hollywood Northeast Neighborhood Council, per term year.

**Section 6: Vacancies** – Vacancies on the Board shall be filled using the following procedure:

1. Board Fills Vacancies

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit an application to the Board in person or online
- B. The Board shall place a motion on the agenda for the next General Board meeting.
- C. The Board shall vote on the motion at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.
- D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

**Section 7: Absences** - Any Board Member who misses three (3) regularly scheduled consecutive Neighborhood Council Board Meetings or, four (4) total Board Meetings during any twelve (12) month period will be brought to the full Board for discussion and possible action to remove said Board Member from the Board. Each Council Board Member's absence shall be addressed using the following procedure:

1. Each Council Board Member's absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping.
2. Upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place a motion on the agenda the removal of the Board Member.

3. At a regular or special Board meeting the Board shall determine the validity of the absences before taking action to remove the Board Member.

4. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, where a quorum of the Board is present, shall constitute a meeting for the purpose of determining Board Member attendance. Any Action must be consulted with the Office of the City Attorney prior to being placed on the agenda for discussion and action.

**Section 8: Censure** - The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the



purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

**Section 9: Removal of Governing Board Members** – Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood

Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

**Section 10: Resignation** – Any Board Member or Board Officer may resign at any time by submitting a written or electronic resignation to any Board Officer and one (1) other Board member or Officer, and that seat shall be filled in accordance with Section 6 of this Article.

**Section 11: Community Outreach** – The Council shall inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council. 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 blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

## **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, Secretary, Treasurer and Parliamentarian.

**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. Act as the chief executive of the Council and shall preside at all Board Meetings
2. Be the Chair of the Board
3. Be an ex-officio member of all committees
4. Be a member of and chair of the Executive committee
5. Call for an Executive Committee Meeting or Special Executive Meeting
6. Appoint, with the approval of the Board, the chair of all committees
7. Act as the Spokesperson for the Council as an official representative to the Public Media, City Attorney, DONE, City Clerk NC Funding and all other City Departments, unless otherwise designated
8. Notify the Department of all necessary information of all new Board members, and carry out whatever other duties may be required by the Department.

**B. The Vice President shall:**

1. Serve and preside in place of the President if the President is absent to serve.
2. Be the chair of the Elections Committee, and Vice Chair of the Executive Committee

**C. The Secretary shall:**

1. Be responsible for the taking and preparation of the minutes for all meetings of the

Board and to have the Minutes distributed to the Board in at least two (2) weeks after the Board meeting. Post meeting agenda notices of upcoming Board Meetings in pre-determined location, NC website and NC Support (ENS)

2. Carry out other secretarial duties as may be or stated in these Bylaws such as keeping track of Ethics, Funding and Code of Conduct training compliance, etc
3. Shall be a member of the Executive Committee as well as the Outreach and Community Development Committee
4. Provide sign-in sheets, public comment cards, meeting agendas, supplies and any other documents for NC Board Meetings
5. Act as the President in absence of the President and Vice President
6. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council. Please note; the Alternate Secretary will be considered a member of the Executive Committee in the absence of the Secretary.

B. The Treasurer shall:

1. Maintain the records of the Council's finances and books of accounts
2. Be responsible to reconcile all funds expended by the North Hollywood Northeast Neighborhood Council
3. Receive and disburse all Council funds and give an account of finances at every regular meeting or upon request of any Board member
4. Provide accounting statements or other reconciliation as required by the Department
5. Have other duties and responsibilities that are detailed in Article IX on Finances
6. Serve on the Executive Committee and be a member of the Budget and Appropriations Committee
7. Act as the President in absence of the President, Vice President and Secretary

C. Parliamentarian shall:

1. Read and re-read NC bylaws to answer any questions or clarify information
2. Help maintain a timely and orderly meeting including being the official time-keeper in all situations regarding time limitations;
3. Shall be a member of the Executive Committee
4. An Alternate Sergeant at Arms and Parliamentarian may be appointed by the Board to serve in the absence of the Sergeant at Arms and Parliamentarian, as needed. Unless the person serving as Alternate Sergeant Arms and Parliamentarian is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council. Please note; the alternate Sergeant at Arms and Parliamentarian will be considered a member of the Executive Committee in the absence of the Sergeant at Arms and Parliamentarian.

### **Section 3: Election of Officers -**

Officer positions shall be filled every two (2) years at the first official Board meeting following their election in Board election years,

**Section 4: Officer Terms** - The Officers shall serve two (2) year terms and serve at the pleasure of the Board.

## **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 or from members of the Board, and all such suggestions shall be voted upon by the Board. All board members shall serve on at least two (2) committees and volunteer at two (2) NC Events per calendar year.

**Section 1: Standing Committees** – The Standing Committees of the Council are: The Executive Committee, the Budget and Finance Committee, The Outreach and Beautification Committee, The Planning and Land Use Committee, Youth Empowerment Committee.

**Section 2: Ad Hoc Committees** – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

### **Section 3: Committee Creation and Authorization**

**A. Committee Creation** - Additional committees may be formed with approval of the board.

**B. Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action.

**C. Committee Structure** – With the exception of the Executive Committee, Committee members shall be appointed by the Chair of the committee and ratified by the Board. Standing Committees shall be comprised of no more than (3) Board members and may include any interested Stakeholders. The exception is the Executive Committee, which is comprised of five (5) Board Members, including the President, Vice President, Secretary, Treasurer and Parliamentarian.

**D. Ad Hoc Committees** - Shall be comprised of three (3) or less Board members and may include any interested Stakeholders.

**E. Committee Appointment** –

1. All Committee Chairs shall be appointed by the President and confirmed by the Board.

a. Only those Committee members who are Board members are eligible to serve as Chair of a committee

b. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board

2. Committee Members may be designated by the Chair. And ratify by the board

**F. Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the Brown Act. Minutes should be taken at every Committee meeting.

**G. Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be

noted in the Council meeting minutes.

**H. Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

## **ARTICLE VIII MEETINGS**

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 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 the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

**A. Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. 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.

**B. Special Meetings** – The President or a majority of the seated Board shall be allowed to call a Special Council Meeting as needed. Any board member who calls the Special Meetings shall show proof by providing documents as to how each board member voted.

**Section 2: Agenda Setting** – The president sets the agenda for the Board with suggestions from the board members, or the president may designate an executive officer to set the agenda.

**Section 3: Notifications/Postings** – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and notice of a Special Board Meeting shall be at least one (1) day (24 hours). At a minimum, notice shall be posted at the Council’s Public Notice Locations specified on the NC’s agendas, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to NC Support via; [ncsupport@lacity.org](mailto:ncsupport@lacity.org).

### **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, the Board must approve a Motion for Reconsideration. The 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 stated in the Motion for Reconsideration.

- b. The Motion for Reconsideration must be brought, 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 meeting that follows the meeting where the action subject to reconsideration occurred. The Council 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 (the "Moving Board Member").
- d. The Moving Board Member may make the Motion for Reconsideration 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 President at least five (5) 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 President or designee 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 that is properly brought before the Board may be seconded by any member of the Board.
- g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

## **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 funding allocation requirements.
- B. 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.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. 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.

F. The Council will not enter into any contracts or agreements except through the City Clerk NC Funding.

## ARTICLE X ELECTIONS

**Section 1: Administration of Election** - The Neighborhood Council's election will 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** - Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

**Section 4: Method of Verifying Stakeholder Status** - Voters will verify their Stakeholder status through written self-affirmation.

**Section 5: Restrictions on Candidates Running for Multiple Seats** - A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

### Review the Administration/leadership

## ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel, and at least 1 (one) Board Member.

C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's



report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting. The Board will decide which action, if any, to take.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. 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 Council meetings.

F. The North Hollywood Northeast Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. If a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The Council shall use the Robert's rules of order when conducting Council meetings.

1. Prior Discussion. At the discretion of the Chair, discussion on a matter may occur after a motion and second is made
2. Presentation by the Moving Party. The presenter of the motion may make a brief statement, summarizing the issue and the salient points for discussion.
3. Motion and Second. The moving party states the motion (e.g., "I move that . . ."). The motion must be seconded by another member of the Council in order to move forward (e.g., "I second the motion").
4. Comments by the Council. Once the motion is made and seconded, the Chair will "state the question" (i.e., restate the motion, "It has been moved and seconded that . . .") and call for comments by Council members. The Chair will determine the order of the speakers. Speakers should address their remarks to the Chair, although the Chair may allow limited and relevant questions to be presented to the moving party (e.g., to clarify aspects of the motion). No member may speak twice to the same issue until every other member wishing to speak has spoken to it once. The Chair may call upon the moving party at any time to respond to questions or address comments made by Council member
5. Public Comments. Following discussion by the Council, the Chair will call for comments by the public. Each speaker generally will be limited to three minutes, although the Chair may choose to extend that period for any person. The public comment period is not meant to be a dialogue between stakeholders and the moving party or other members of the Council. The Chair may extend or limit the period of public comment and individual comments depending on the number of speakers, the time allocated for the meeting, the number of agenda items, the complexity of each item, and other circumstances.
6. If the motion is amended, it must receive a new second in order to move forward to a vote. If seconded, the Chair will restate the motion, as amended, and may allow further comments from the Council and/or the public on the motion, as amended.
7. Conflicts of Interest. Persons who have a conflict of interest in connection with any motion shall make that conflict known to the Council prior to any vote and shall recused from any discussion and voting on the motion. A record of the notice of conflict and the member's recusal on the vote shall be noted in the minutes of the meeting.

8. Closing the Debate and Voting. Any member of the Council may move to close the debate or to limit the number or length of comments. Otherwise, the Chair may ask for closing remarks (if any) from the moving party and/or may “put the question” (i.e., call for a vote) following the comment period (e.g., “All those in favor of the motion, please raise your hands”). The Chair may call for a voice vote or a show of hands.

9. Record of Votes. The number of votes favoring, opposing, and abstaining on a motion will be announced by the Chair and included in the minutes of the meeting.

10. These meeting procedures may be amended, suspended and/or supplemented from time to time by a vote of the Governing Board. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

### **ARTICLE XIII A M E N D M E N T S**

A. Any Board member may propose an amendment to these Bylaws by requesting that the President or designee place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a two-thirds (2/3) of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

### **ARTICLE XIV C O M P L I A N C E**

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “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.

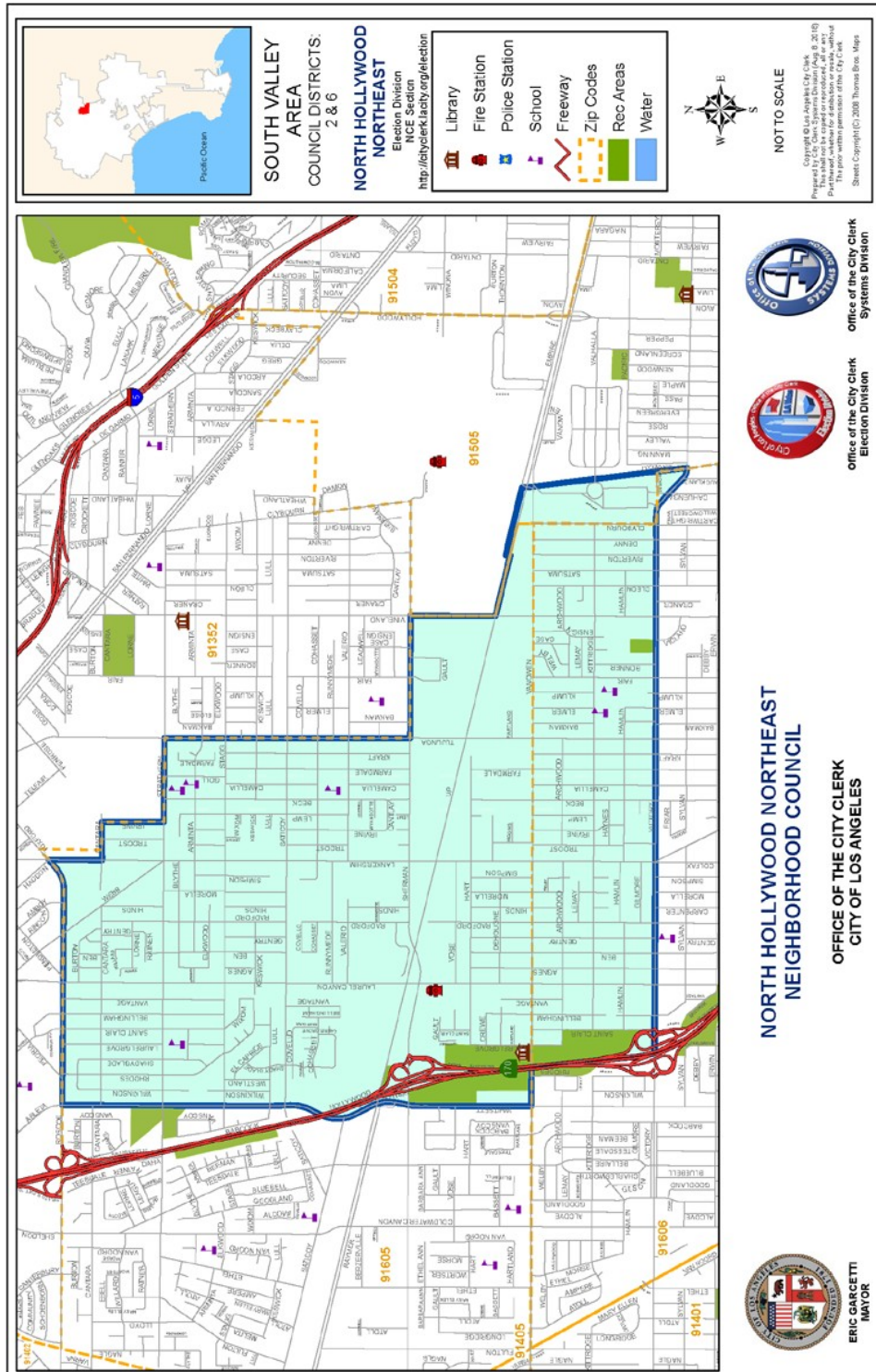
**Section 1: Code of Civility** – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner including email communications.

**Section 2: Training** – All Board members are required to take Ethics, Funding, Code of Conduct within thirty (30) days after being seated, and to be renewed every two (2) years or

they will lose their Council voting rights. must take ethics and funding training prior to making motions and voting on funding-related matters.

**Section 3: Self-Assessment** – Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

# ATTACHMENT A - Map of North Hollywood Northeast Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting  
North Hollywood Northeast Neighborhood Council – 15 Board Seats**

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Resident Resident Stakeholder Board Member Term: 4 Years	5	Elected	Stakeholder who is at least 18 years of age at the time of the election, who lives within the boundaries of the North Hollywood Northeast Neighborhood Council.	Stakeholder who is 16 years of age or older at the time of the election and who lives, works or owns property within boundaries of the North Hollywood Northeast Neighborhood Council.
Business Stakeholder Board Member Term: 4 Years	2	Elected	Stakeholder who is at least 18 years of age at the time of the election, who owns a business and may include the employee or volunteer of the business located within the boundaries of the North Hollywood Northeast Neighborhood Council.	Stakeholder who is 16 years of age or older at the time of the election and who lives, works or owns property within boundaries of the North Hollywood Northeast Neighborhood Council.
Community Organization Stakeholder Board Member Term: 4 Years	2	Elected	Stakeholder who is at least 18 years of age at the time of the election, who is a member or volunteer at a community based organization or a worshiper at a faith-based group located within the boundaries of the North Hollywood Northeast Neighborhood Council.	Stakeholder who is 16 years of age or older at the time of the election and who lives, works or owns property within boundaries of the North Hollywood Northeast Neighborhood Council.
At Large Community Stakeholder Board Member Term: 4 Years	4	Elected	Stakeholder who is 18 years of age at the time of the election and who lives, works or owns property within the boundaries of the North Hollywood Northeast Neighborhood Council.	Stakeholder who is 16 years of age or older at the time of the election and who lives, works or owns property within boundaries of the North Hollywood Northeast Neighborhood Council.
Community Interest Stakeholder Board Member Term: 4 Years	1	Elected	Stakeholder who is 18 years of age at the time of the election and who lives, works, owns property or claims ongoing stake as a community interest stakeholder within boundaries of the North Hollywood Northeast Neighborhood Council.	Stakeholder who is 16 years of age or older at the time of the election and who lives, works, owns property or claims an ongoing stake within boundaries of the North Hollywood Northeast Neighborhood Council.
Youth Board Member	1	Appointed	Stakeholder who is 14-17 years of age at the time of the appointment and who lives, works, or attends High School within boundaries of the North Hollywood Northeast Neighborhood Council.	Appointed