

**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 Council, 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**

The Governing Council shall, to the extent possible, reflect the diversity of the Council's stakeholders.

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 is interchangeably referred to as “The Board” or “The Council” and is the Governing Body of the Council. Members of the Neighborhood Council are referred to as Council Members or Board Members.

**Section 1: Composition** - The Council shall consist of thirteen (13) Stakeholders elected, selected or appointed by the Council 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 Council shall be as follows:

- A. **Resident Representative Council 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 Council boundaries.
- B. **Community Organization Stakeholder Council 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
- C. **At-Large Stakeholder Council 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.
- D. **Community Based Interest Stakeholder Council 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 Council boundaries.
- F. **Youth Council Member (1)** – Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the selection. See [Admin. Code § 22.814\(c\)](#). If less than eighteen (18) years of age, the Youth Council 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 seven (7) members of the Council. No floating quorums are allowed.

**Section 3: Official Actions** - A simple majority vote by the Council 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** - Council 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 Council shall maintain a list of Council Members and their corresponding seats based on the following:

**Round A**

- Resident Representative Stakeholder Seat - A1
- Resident Representative Stakeholder Seat - A3
- Resident Representative Stakeholder Seat - A5
- Community Based Organization Stakeholder Seat - A1
- At Large Community Stakeholder Seat - A1
- At-Large Community Stakeholder Seat - A3
- Community Interest Stakeholder – A1
- At-Large Youth Stakeholder Seat – A1

**Round B**

- Resident Representative Stakeholder Seat - B2
- Resident Representative Stakeholder Seat - B4
- Community Based Organization Stakeholder Seat - B2
- At-Large Community Stakeholder Seat – B2
- At Large Community Stakeholder Seat – B4

**Section 5: Duties and Powers** - The duty of the Council 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 Council shall be:

1. No individual member of the Council shall speak for the Council or publicly represent a Council position unless authorized to do so by these bylaws or by official action of the Council. Such authority may be revoked at any time by the Council.
2. All Council Members are accountable and responsible for the proper expenditure of public funds

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

procedure: 1. Council Fills Vacancies

- A. Any Stakeholder interested in filling a vacancy on the Council shall submit an application to the Council in person or online
- B. The Council shall place a motion on the agenda for the next General Council

meeting.

- C. The Council 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 Council 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 Council.

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

A. Each Council Member's absence shall be recorded as excused or unexcused in the Council's Meeting Minutes or other manner of Council record keeping. An absence is excused if the Council Member informed the Council President in writing no less than two (2) weeks before the date of the regularly scheduled Council Board Meeting.

B. Upon missing the required number of Council Meetings for removal, the Council Presiding Officer shall notify the Council Member of the absences and place a motion on the agenda for consideration of the removal of the Council Member.

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

D. Any meeting of the Neighborhood Council Governing Council, scheduled and noticed as per the Brown Act shall constitute a meeting for the purpose of determining Council 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** – 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 Council Member or Council Officer may resign at any time by submitting a written or electronic resignation to any Council Officer and one (1) other Council 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 Council elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council. In addition, the Council 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 Council. 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 Council ("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 Council:

**A. The President shall:**

1. Act as the chief executive of the Council and shall preside at all Council Meetings
2. Be the Chair of the Council
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 Council, 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 Council 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
3. In the absence of the Secretary, provide sign-in sheets, public comment cards, meeting agendas, supplies and any other documents for NC Council Meetings.
4. Communicate with and support the President with other duties as needed.

**C. The Secretary shall:**

1. Be responsible for the taking and preparation of the minutes for all meetings of the Council and to have the Minutes distributed to the Council no later than seven (7) Calendar days before the next regular Council meeting. Post meeting agenda notices of upcoming Council 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
5. Shall be a member of the Executive Committee.
6. Provide sign-in sheets, public comment cards, meeting agendas, supplies and any other documents for NC Council Meetings
7. Act as the President in absence of the President and Vice President
8. An Alternate Secretary may be appointed by the Council to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Council Member, he or she shall not have any of the rights of a Council 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 Council 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
8. In the absence of the Treasurer, one of the card holders may be appointed by the Council to serve as an Alternate Treasurer as needed

**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 Parliamentarian may be appointed by the Board to serve in the absence of the Parliamentarian, as needed. Unless the person serving as Alternate Parliamentarian is already a Council Member, he or she shall not have any of the rights of a Council 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 Parliamentarian.

**Section 3: Election of Officers -**

Officer positions shall be elected each June and seated in July at the beginning of each fiscal year.

**Section 4: Officer Terms –**

- A. Officers shall serve at the pleasure of the Council.
- B. The elected officers shall immediately assume their respective offices and serve for a one (1) year term or until their successors are elected, whichever occurs later.
- C. Resignation: Officers can resign from office at any time by agendizing the resignation with the President and/or Secretary for a regular board meeting.
- D. Removal: Officers can be removed from office by a vote of the majority of the Council present at the time of the vote. Any Officer may be removed by the Neighborhood Council for cause, following a good faith determination by the Council that the member has not carried out the duties of their office or has impeded the orderly business of the Executive

Committee, and therefore the Council operations. A motion to remove any Officer may be initiated by any Board Member and placed on the Board agenda for discussion and possible action.

## **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.

### **Section 1: Standing Committees**

See Standing Rules

### **Section 2: Ad Hoc Committees**

See Standing Rules

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

The Chair and membership of each Council committee shall be determined by the President and Council, unless otherwise determined by the Governing Council. See the standing rules for more information. Standing Committees of the Neighborhood Council can be found in the Standing Rules.

## **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 Council Member who calls the Special Meetings shall show proof by providing documents as to how each Council Member voted.

**Section 2: Agenda Setting** – The president sets the agenda for the Board with suggestions from the Council 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 Council Member").
- d. The Moving Council 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 Council 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)] Regarding the eligibility to vote for the Youth Board seat, Stakeholders must be at least 14 years of age on the day of the election or selection.

**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 during a single election cycle.

## **ARTICLE XI GRIEVANCE PROCESS**

### **Grievances Submitted by a Stakeholder**

- A Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the Los Angeles Administrative Code (L.A.A.C.) 22.818 Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
  - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
  - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with L.A.A.C. 22.818 Subsection (d)(5).
- E Only the Grievant may appeal a Board's decision pursuant to L.A.A.C. 22.818 Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.
- F Please refer to the Standing Rules for any additional process clarifications.

### **Grievances Submitted by a Board Member**

- A. Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in L.A.A.C. 22.818 Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in L.A.A.C. 22.818 Subsection (d)(6).

**Regional Grievance Panel**

- A. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council to the Panel.

**ARTICLE XII PARLIAMENTARY AUTHORITY**

The North Hollywood Northeast Neighborhood Council uses Robert’s Rules of Order when conducting Council meetings. Additional rules and/or policies and procedures regarding the conduct of the Council meetings may be developed and adopted by the Board and can be referenced in the Standing Rules.

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

- A. Any Council 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 Council 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 Council 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** –

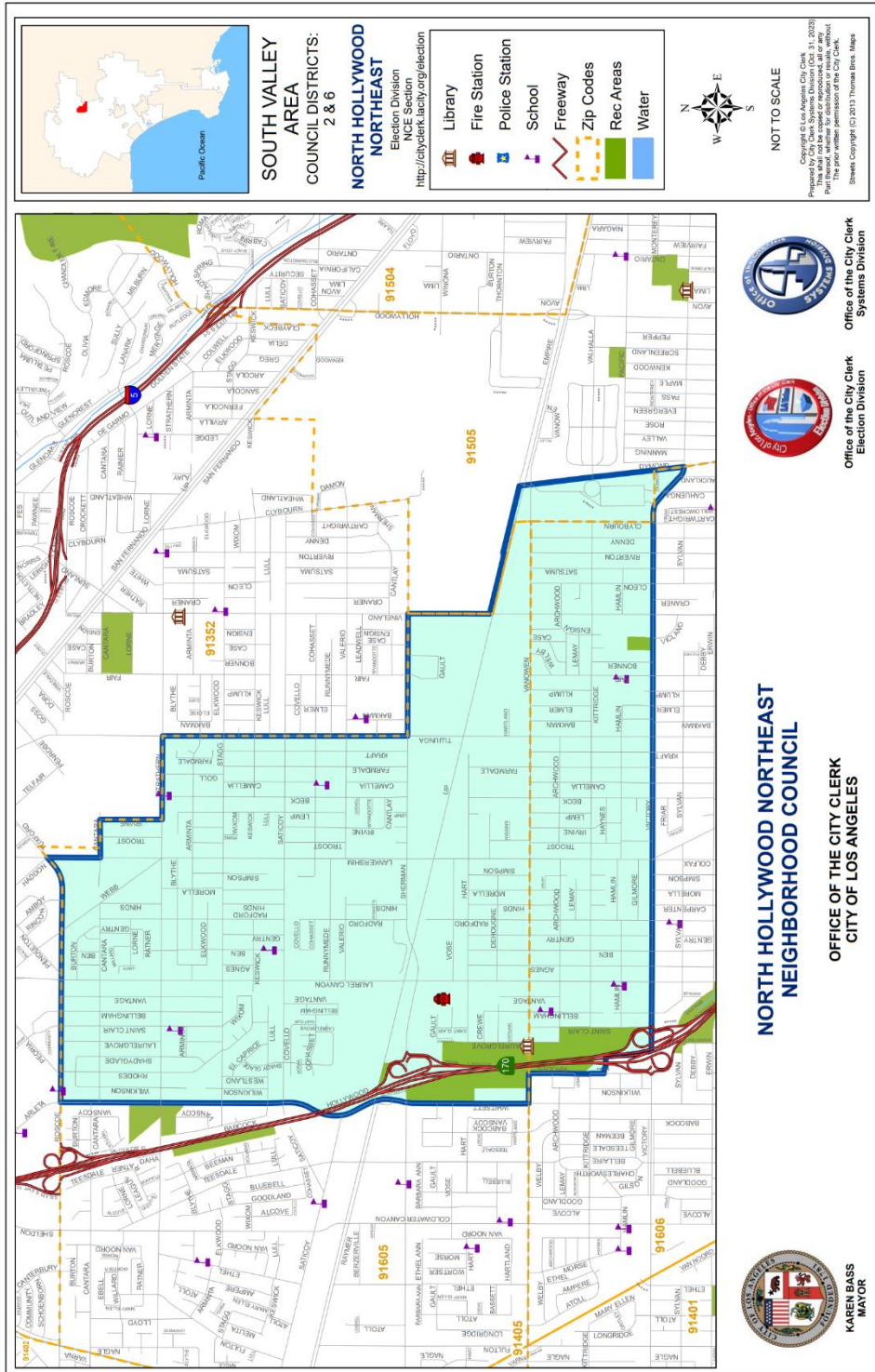
Neighborhood Council Board Members, whether elected, selected or appointed, are required

to complete all mandatory trainings (list of current mandatory trainings here) in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

Board members not completing mandatory trainings provided by the City within 60 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

**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 – 13 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 Representative Stakeholder Council 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.
Community Based Organization Stakeholder Council 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 Council 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 Council 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.
At Large Youth Stakeholder Council 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