

# Empowerment Congress Central Area Neighborhood Development Council

## ECCANDC BYLAWS



**Approved Bylaws – December 1, 2020**

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## **HISTORY**

On January 23, 1992, Councilman Mark Ridley-Thomas launched the "Campaign for a New Eighth District" with the goal of increasing the quality of life for residents living in the Eighth Council District of Los Angeles. A key feature of the Campaign was the establishment of the Empowerment Congress and institution of Neighborhood Development Councils (NDC), vehicles for people who live, work, attend school I church or own property in LA business in the district to shape the policies and decisions which affect their lives. There are five Neighborhood Development Councils, divided geographically by census tracts: 1. Central, 2. North, 3. Park Mesa Heights, 4. Southeast, 5. Southwest, and 6. West.

### **Article I. NAME**

The name of this Neighborhood Council shall be the Empowerment Congress Central Area Neighborhood Development Council ("Council) or ("ECCANDC").

### **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.

The purpose of this Council is to work with elected officials to improve the quality of life in communities within the Neighborhood Council boundaries. The Governing Board and Stakeholders identify community concerns, and work with City Officials to identify resources to address issues and develop solutions.

The mission of the Neighborhood Council is to:

- A. Engage residents in efforts to create safer and healthier environment;
- B. Educate constituents to make more informed decisions regarding the condition of their neighborhoods;
- C. Empower Stakeholders to effect positive change in their communities;
- D. To respect the diversity, dignity, and expression of views of all individuals; groups, and organizations within the community and or involved in the Council; To 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 Governing Council, Officers and committee Members, as hereinafter set forth;
- E. To utilize the Early Notification System (ENS) to inform the Council and 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;

- F. To encourage all Stakeholders to participate in activities of the Council;
- G. To 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; and
- H. To have fair, open, and transparent procedures for the conduct of all Council business

### **Article III. BOUNDARIES**

#### **Section 1: Boundary Description**

The ECCANDC has a minimum of 20,000 people. The geographic area is defined by:

- A. At Arlington Avenue going east on the Martin Luther King Jr. Boulevard to Normandie Avenue;
- B. At Martin Luther King Boulevard going south on Normandie Avenue to 62nd Street;
- C. At Normandie Avenue going east on 62nd Street to Vermont Avenue;
- D. At 62nd Street going south on Vermont Avenue to Gage Avenue;
- E. At Vermont Avenue going east on Gage Avenue to the 110 Harbor Freeway;
- F. At Gage Avenue going south along the 110 Harbor Freeway to Florence Avenue;
- G. At the 110 Harbor Freeway going west on Florence Avenue to Van Ness Avenue;
- H. At Florence Avenue going north on Van Ness Avenue to 54th Street;
- I. At 54th Street going north on Arlington Avenue to Martin Luther King Jr Boulevard;
- J. Shared Office Space: Mark Ridley - Thomas Constituent Center 8475 South Vermont Avenue, Los Angeles CA 90044

The boundaries of the Council are set forth in “Attachment A” – Map of ECCANDC.

#### **Internal Boundaries**

ECCANDC consists of three (3) areas as described below:

- A. Area 1 Boundaries are Martin Luther King Boulevard going south to 48th Street between Arlington Avenue and Normandie Avenue
- B. Area 2 boundaries are 48th Street going south to Slauson Avenue between Arlington/ Van Ness Avenue and Normandie Avenue.

Area 3 boundaries are starting at Van Ness Avenue going east on Slauson Avenue to Normandie Avenue; At Slauson Avenue going south on Normandie Avenue to 62<sup>nd</sup> Street; At Normandie Avenue going east on 62nd St to Vermont Avenue; At Vermont Avenue going east on Gage Avenue to the 110 Harbor Freeway; At Gage Avenue going south along the 110 Harbor Freeway to Florence Avenue; At the 110 Harbor Freeway going west on Florence Avenue to Van Ness Avenue; At Florence Avenue going north on Van Ness Avenue to 54th Street; At 54th Street going north on Arlington Avenue to Martin Luther King Jr Boulevard.

### **Article IV. STAKEHOLDER**

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

(1) Lives, works, or owns real property within the boundaries of the ECCANDC 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 (hereinafter “the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”).

### **Section 1: Composition**

The Board of Directors (hereinafter “the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan.

The Council shall consist of fifteen (15) Stakeholders elected, selected or appointed by the Council and/or Stakeholders. The Neighborhood Development Council Board will consist of:

A. Ten (10) elected positions:

1. Officers (3)
  - a. Chairperson
  - b. Co-Chairperson
2. Secretary
3. Neighborhood Representatives (6):
  - a. Two representatives for each of the 3 specific geographic areas within the Neighborhood Council Boundaries
4. Stakeholder Associate Representative (1) - 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.

B. Five (5) Board-Appointed Positions:

1. Officer (1):
  - a. Treasurer
2. At-Large Representatives (3)
3. Youth Representative (1) - Shall assist to identify and present the concerns and issues of the youth in the Neighborhood Council area to the Governing Council.

Youth Seat: Open to stakeholder who is at least 14 years of age on the day of the election or selection. If less than eighteen (18) years of age, the Youth Board Member shall be precluded from voting on matters regarding the expenditure of funds, contracts or recommendations to enter into contracts.

See Attachment B for further details and information.

No single stakeholder group shall comprise a majority of the Neighborhood Council's Governing Board unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment ("Department"). [Per the Plan]

### **Section 2: Quorum**

Eight (8) members of the Governing Board constitute a quorum. A quorum must be present in order for the Board to take action on matters. No proxy voting allowed.

### **Section 3: Official Actions**

A simple majority vote by the Board members present and voting, including abstentions, which act as a "yes" vote 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 two-year term commencing after being seated. There are no term limits.

### **Section 5: Duties and Powers**

The Governing Board guides and coordinates the work of the Neighborhood Council. Through organized meetings, stakeholders and community issues and needs will be identified. These concerns will be addressed with collaboration between the Neighborhood Council and City officials and/or their staff as they work to identify available resources and solutions.



The work of the Board includes:

- A. Establish policies & procedures
- B. Host monthly planning meetings
- C. Identifying issues and coordinate projects to address issues
- D. Form Ad Hoc Committees as needs arises.
- E. Support the work and activities of the Standing Committees.
- F. Monitors City Governance on proposed legislation that may affect the quality of life of the neighborhood council community
- G. Serve as liaison between our stakeholders and other organizations and agencies/ entities within the City of Los Angeles.

The work of the Board Members includes:

- A. Chair – See Article VI Section 2
- B. Co-Chair – See Article VI Section 2
- C. Secretary – See Article VI Section 2
- D. Area Representatives – Post notices of all meetings. Serve on committees and perform other duties as directed by the Chair. Identify and monitor issues within the Neighborhood Development Council Boundaries.
- E. At-Large Members- shall assist the neighborhood representative with their duties and responsibilities.
- F. Treasurer – See Article VI Section 2
- G. Youth Representative – Shall help to identify and present the concerns and issues of the youth in the ECCANDC’s boundaries to the GoverningBoard
- H. Stakeholder Associate Representative - Shall assist the Area Representatives

## **Section 6: Vacancies**

A vacancy on the Council shall be filled by a Stakeholder, who satisfies the eligibility requirements for holding the vacated Council seat. The Chair/President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Council at a public meeting. The appointed applicant’s term shall be limited to the term for the vacated seat. The following criteria must be met by all applicants in order to for eligibility of a vacant seat:

- A. Any Stakeholder interested in filling a vacancy on the Council shall submit a written application to the Council. The Council shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.
- B. The candidate who wins shall fill the remaining term of the Council seat unless an election or selection occurs sooner.
- C. 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 Board Member, who has three (3) unexcused absences (an unexcused absence is defined as an absence without prior communication to Council Chair, Co-Chair or Secretary to a regularly scheduled consecutive Neighborhood Council Governing Board Meeting or, optionally, a total of four (4) Governing Board Meetings during any twelve (12) month period will be automatically removed from the Council. Each Board Member absence shall be recorded in the council's Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, the Board Chair/President shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board Meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Leave of Absence – The Board Member may submit in writing a statement for a leave of absence, which includes the time frame of absence. A leave of absence shall not exceed four (4) months. Board Members on leave of absence are suspended from all duties, privileges and responsibilities and are considered inactive. The Board Member is reinstated as active, when the Board Member returns from leave of absence. (Moved from being section 11 to subsection)

## **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.

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.

5. 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.

6. 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.

7. 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.

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.

- g. 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.

8. 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**

A Board Member may resign from the Council, and the position shall then be deemed vacant. Board members should submit their resignation in writing to the Secretary or Executive Board. Vacancies due to resignation shall be filled according to Article V Section 6.

## **Section 11: Community Outreach**

The Council shall direct that a system of outreach be instituted to 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.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

## **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: Chair/President, Co-Chair/Vice President, Secretary and Treasurer.

### **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. Chair:**

1. Provides leadership for the Council and coordinates the development of an action program and draft budget for consideration and action by the Assembly.
2. Represents the organization to the public and explains the policies adopted by the Assembly. The President may assign partial responsibility for doing so to other people.
3. In cooperation with the Secretary sets the agenda for General, Planning and Special meetings.
4. Appoints and replaces Members of Standing, Advisory and Ad Hoc Committees; appoints and replaces Chair of Standing, Advisory and Ad Hoc Committees.
5. Refers problems, complaints and suggestions to the proper Committee
6. Signs or cosigns letters and documents as necessary on behalf of the Council
7. Serves as a required second signatory for the expenditure of funds by the Council

#### **B. Co-Chair:**

1. Assumes the duties of the Chair/President in case of absence or illness and becomes president on the death, resignation or permanent incapacity of the Chair/President for the remainder of the Chair's/President's term.
2. Assists the Chair/President and assumes special duties and

responsibilities as necessary.

C. Secretary:

1. Assists the President before each meeting in preparing an agenda
2. Prepares and sends the notices in accordance with the Ralph M. Brown Act, forward agendas to Area Representatives to post at all designated posting locations, or delegates the tasks.
3. Brings to each meeting the Minute Book, a copy of the ECCANDC Bylaws, rules and policies; a Roster of Board Members; a list of Committees; a copy of the Code of Civility, the Brown Act and Parliamentary Procedures; and Robert's Rules of Order or Rosenberg Rules of Order.
4. Prepares a list of Representatives Members and calls the roll. Determine and notes if a quorum is present.
5. Endeavors to take careful and accurate notes of the proceedings and later prepares the minutes.
6. Distributes the minutes to the Council for correction and approval at least five (5) days prior to the next meeting
7. Provides the Chair with the exact wording of a pending Motion or of one previously acted on
8. Prepares the minutes and maintains an approved copy in printed form as an official minute book.
9. Preserves all records, reports and other official documents, except those specifically assigned to the custody of others
10. May sign or cosign official documents to attest to their authenticity.
11. Creates correspondence on behalf of the Chair/President/Council regarding Council business to outside agencies, DONE, other NC's, etc. with the approval of the Chair/President

D. Treasurer:

1. Serves as a required signatory for the expenditure of funds by the Council
2. Attends required financial training sessions of the Department
3. Maintains the Council's book of accounts, as prescribed and approved by the Department, and submits Monthly Expenditure Reports (MERS) to the Department. Complies with Generally Accepted Accounting Principles
4. Gives a monthly report summary, distributed to Board Members at least five (5) days in advance of the next General meeting of the Council's financial status and responds to questions about receipts.

**Section 3: Selection of Officers**

Officer positions shall be filled every two (2) years at the first official Board Meeting following their election.

#### **Section 4: Officer Terms**

The Officers shall serve two (2) year terms or the remaining time of the term, as applicable, and serve at the will of the Council. They may stand for re-election every two (2) years.

### **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**

The Standing Committees of the Council are:

- A. Executive Committee
- B. Budget & Finance Committee
- C. Bylaw Committee
- D. Education / Workforce & Economic Development Committee
- E. Planning and Redevelopment Committee
- F. Public Safety Committee
- G. Transportation & Public Works Committee
- H. Outreach / Planning & Events Committee

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

The Chair/President may create Ad Hoc Committees as necessary or by suggestion of the Council to deal with temporary issues.

#### **Section 3: Advisory Committees**

The Chair/President may create Advisory Committees to assist at the Chair's/President's discretion with Council approval consisting of at least two (2) Board Members and three (3) Stakeholders.

#### **Section 4: Committee Creation and Authorization**

- A. All committee recommendations shall be brought back to the full Board for discussion and action.
- B. With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of Seven (7) or less Board members and may include any interested Stakeholders.



- C. Committee Appointment – All Committee Chairs shall be appointed by the by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- D. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act and the Neighborhood Council Agenda Posting Policy. Minutes shall be taken at every Committee meeting.
- E. 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.
- A. 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, the Neighborhood Council Agenda Posting Policy, 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 Board shall be allowed to call a Special Council Meeting as needed.

### **Section 2: Agenda Setting**

The Executive Committee shall set the agenda for each Regular NC meeting and can also include a Board Member or Stakeholder option, such as:

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting; the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council 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

### **Section 3: Notification/Posting**

Notice of all meetings shall be given in accordance with the Brown Act and applicable Department posting policies, including the Neighborhood Council Agenda Posting Policy.

### **Section 4: Reconsideration**

The Council may reconsider or amend its actions through the following:

- A. Motion for Reconsideration process:
  - Before the Council reconsiders any matter, the Council must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Council. After determining that an action should be reconsidered, the Council 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.

1. The Motion for Reconsideration must be brought, and the Council's approval of a Motion for Reconsideration must occur, either during the same meeting where the Council initially acted or during the Council'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.
2. A Motion for Reconsideration may be proposed only by a Member of the Council that previously voted on the prevailing side of the original action that was taken by the Council (the "Moving Board Member").
3. 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.
4. 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 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 Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Council if the Motion for Reconsideration is approved.
5. A Motion for Reconsideration that is properly brought before the Council may be seconded by any Member of the Council.
6. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

## **Article IX. FINANCES**

- A. The Council 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.

The Council 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.

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

- C. Each month, the Treasurer shall provide to the Council detailed reports of the council's accounts, including the Monthly Expenditure Report (MER)
- D. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Council, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- E. The Council will not enter into any contracts or agreements except through the Department.

## **Article X. ELECTIONS**

### **Section 1: Administration of Election**

Elections shall be held every two (2) years in even numbered years administered by the City Clerk starting in 2010.

### **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 by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation supporting that declaration.

### **Section 5: Restriction on Candidate 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.

### **Section 6: Other Election Related Language**

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## **Article XI. GRIEVANCE PROCESS**

This grievance process is intended to address matters involving procedural disputes, such as the Council's failure to comply with Council Rules or these Bylaws. It is not intended to apply to Stakeholders, who merely disagree with a position or action taken by the Council at one of its meetings, which grievances may be aired publicly at Board Meetings.

- A. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. The NC shall consult with its legal counsel, the Offices of the City Attorney, throughout this grievance review process.
- B. Any grievance by a Stakeholder must be submitted in writing to the Council who shall cause the matter to be placed on the agenda for the next regular Board Meeting.
- C. At that meeting, the Council shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Council from a list of Stakeholders, who have expressed an interest in serving from time-to-time on such a panel.
- D. Within two (2) weeks of the panel's selection, the Council shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
- E. 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 Council outlining the panel's collective recommendations for resolving the grievance. The Council 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 Board Meeting.
- F. Board Members are not permitted to file a grievance against another Board Member or against the Council, except as permitted under the City's grievance policy.

## **Article XII. PARLIMENTARY AUTHORITY**

The Council shall use the Council rules of order, when conducting Board Meetings as set forth in its standing rules. Additional rules and/or policies and procedures regarding the conduct of the Council and/or Board Meetings may be developed and adopted by the Council.

## **Article XIII. AMENDMENTS**

- A. Any Board Member or Stakeholder may propose an amendment to these Bylaws. The Council shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Council.

An amendment to these bylaws requires a 2/3 vote of quorum present at a duly noticed regular or special meeting. All changes shall then be forwarded to the Department for review and approval.

- B. Any Stakeholder may propose an amendment to these bylaws during the public comment period of a regular Board Meeting.
- C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the

agenda for public discussion and Council vote at the next regular Board Meeting.

## **Article XIV. COMPLIANCE**

The Council, its representatives, and all 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 Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

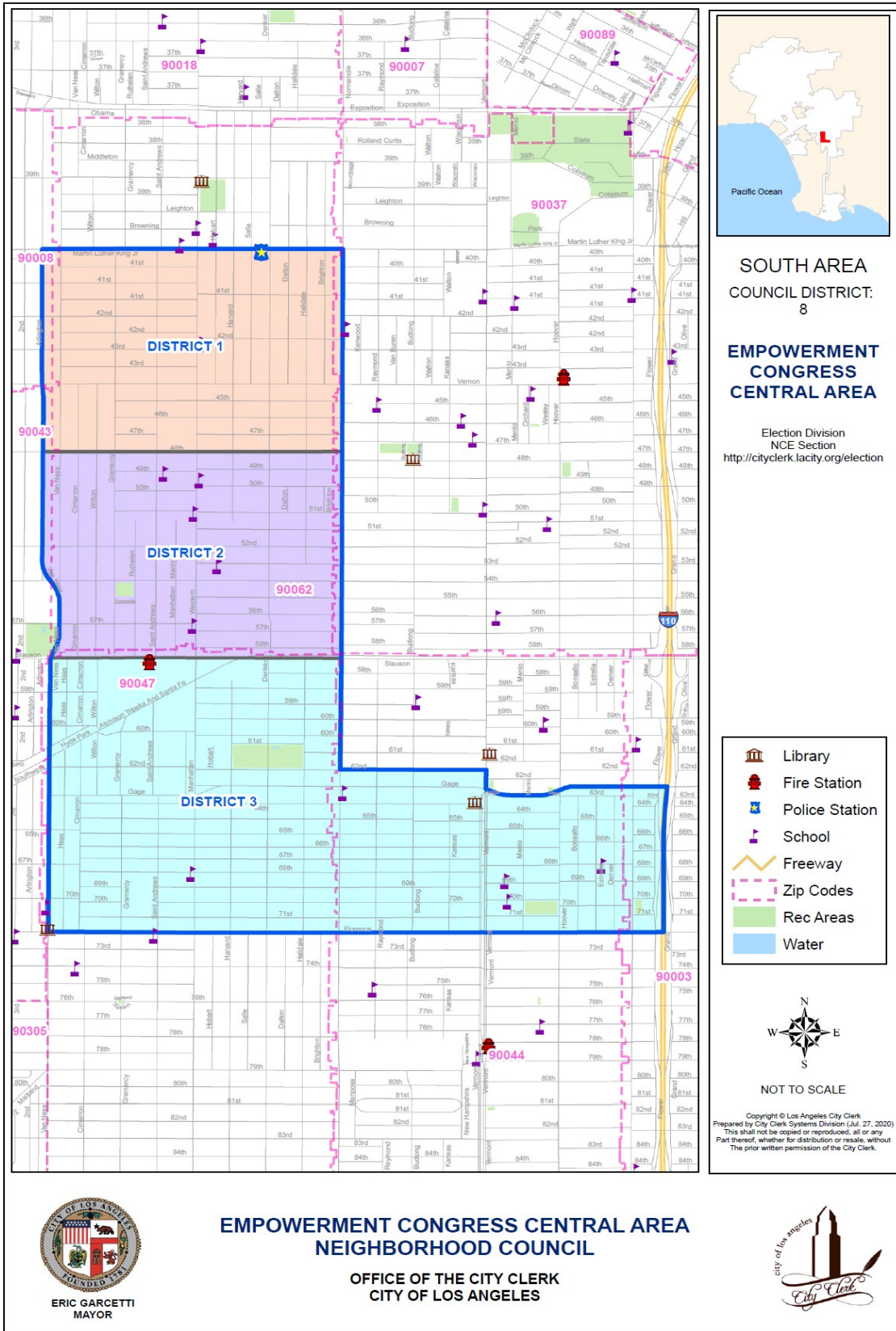
### **Section 2: Training**

All Board members shall take training in the fundamentals of Neighborhood Councils, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights. 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, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

# ATTACHMENT A – Map of Neighborhood Council



## ATTACHMENT B – Governing Board Structure and Voting

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Chairperson Term: 2 years	1	Elected	A stakeholder who is 18 years or older who lives, works, attends school or church, owns property or a business within the NC boundary.	Stakeholders 16 years or older who live, work, own property or a business, attend school or church within the NC boundary.
Co-Chairperson Term: 2 years	1	Elected	A stakeholder who is 18 years or older who lives, works, attends school or church, owns property or a business within the NC boundary.	Stakeholders 16 years or older who live, work, own property or a business, attend school or church within the NC boundary.
Secretary Term: 2 years	1	Elected	A stakeholder who is 18 years or older who lives, works, attends school or church, owns property or a business within the NC boundary.	Stakeholders 16 years or older who live, work, own property or a business, attend school or church within the NC boundary.
Area 1 Representatives Term: 2 years	2	Elected	Stakeholders who are 18 years or older who live, work, attend school or church, own property or a business within the Area 1 boundary.	Stakeholders 16 years or older who live, work, own property or a business, attend school or church within the NC boundary.
Area 2 Representatives Term: 2 years	2	Elected	Stakeholders who are 18 years or older who live, work, attend school or church, own property or a business within the Area 2 boundary.	Stakeholders 16 years or older who live, work, own property or a business, attend school or church within the NC boundary.
Area 3 Representatives Term: 2 years	2	Elected	Stakeholders who are 18 years or older who live, work, attend school or church, own property or a business within the Area 3 boundary.	Stakeholders 16 years or older who live, work, own property or a business, attend school or church within the NC boundary.
Stakeholder Associate Representative Term: 2 years	1	Elected	A stakeholder who is 18 years or older who is a community interest stakeholder within the NC boundary.	Stakeholders who are 16 years or older.
Member-at-Large Term: 2 years	3	Appointed	Stakeholders who are 18 years or older who live, work, attend school or church, own property or a business within the NC boundary.	Appointed by the Board



<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>
Youth Representative Term: 2 years	1	Appointed	A stakeholder who is at least 14 years and no more than 17 years of age on the day of the election or selection .	Appointed by the Board
Treasurer Term: 2 years	1	Appointed	A stakeholder who is 21 years or older who lives, works, attends school or church, owns property or a business within the NC boundary.	Appointed by the Board