

# BY-LAWS OF THE CANOGA PARK NEIGHBORHOOD COUNCIL

## TABLE OF CONTENTS

Article I	NAME .....	3
Article II	PURPOSE .....	3
Article III	BOUNDARIES .....	4
	Section 1. Boundary Description	
	Section 2. Internal Boundaries	
Article IV	STAKEHOLDER .....	4
Article V	GOVERNING BOARD .....	4
	Section 1. Composition	
	Section 2. Quorum	
	Section 3. Official Actions	
	Section 4. Terms and Term Limits	
	Section 5. Duties and Powers	
	Section 6. Vacancies	
	Section 7. Absences	
	Section 8. Censure	
	Section 9. Removal of Governing Board Members	
	Section 10. Resignation	
	Section 11. Community Outreach	
Article VI	OFFICERS .....	7
	Section 1. Officers of the Board	
	Section 2. Duties and Powers	
	Section 3. Selection of Officers	
	Section 4. Officer Terms	
Article VII	COMMITTEES AND THEIR DUTIES .....	9
	Section 1. Standing Committees	
	Section 2. Ad Hoc Committees	
	Section 3. Committee Creation and Authorization	
Article VIII	MEETINGS .....	11
	Section 1. Meeting Time and Place	
	Section 2. Agenda Setting	

	Section 3. Notifications/Postings	
	Section 4. Reconsideration	
Article IX	FINANCES .....	13
Article X	ELECTIONS .....	13
	Section 1. Administration of Election	
	Section 2. Governing Board Structure and Voting	
	Section 3. Minimum Voting Age	
	Section 4. Method of Verifying Stakeholder Status	
	Section 5. Restrictions on Candidates Running for Multiple Seats	
	Section 6. Other Election Related Language	
Article XI	GRIEVANCE PROCESS .....	14
Article XII	PARLIAMENTARY AUTHORITY .....	15
Article XIII	AMENDMENTS .....	15
Article XIV	COMPLIANCE .....	15
	Section 1. Code of Civility	
	Section 2. Training	
	Section 3. Self-Assessment	
ATTACHMENT A	– Map of the Neighborhood Council .....	16
ATTACHMENT B	– Governing Board Structure and Voting .....	17

## **ARTICLE I**

### ***NAME***

The name of this organization shall be the CANOGA PARK NEIGHBORHOOD COUNCIL (CPNC or Council).

## **ARTICLE II**

### ***PURPOSE AND POLICY***

A. The purposes of the CPNC shall be:

1. To be the forum for the discussion of community issues.
2. To offer a forum to engage all CANOGA PARK stakeholders to collaborate and deliberate on matters affecting the community.
3. To be an advocate for the viewpoints of the CPNC to government and private agencies.
4. To develop, implement & enforce standards that protect the health, welfare and aesthetic quality of the community.
5. To assist other organizations in CANOGA PARK which want help in accomplishing their objectives or projects, and/or those organizations which the Council desires to support.
6. To develop in the stakeholders a sense of personal pride and responsibility for their neighborhood and their city.

B. The policy of the CPNC shall be:

1. To inform community residents of forthcoming projects.
2. To aid an individual or a group or organization in the advancement of pursuing whatever community project the individual or the members of the group or organization think desirable and which the council desires to support.
3. To create a forum to enable any individual or group or organization to speak out on any side of any issue on which the individual or group or organization wants to be heard.
4. To remain non-partisan.

### **ARTICLE III**

#### **BOUNDARIES**

**Section 1. Boundary Description.** The proposed boundaries of the CPNC are as follows:

- A. NORTH: Nordhoff Street
- B. NORTHWEST: Topanga Canyon and Roscoe Boulevard between Topanga Canyon and Shoup Avenue
- C. WEST: Shoup Avenue
- D. SOUTH: Vanowen Street
- E. EAST: Desoto Avenue

The boundaries of the Council are set forth in Attachment A – Map of Canoga Park Neighborhood Council.

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

### **ARTICLE IV**

#### **STAKEHOLDER**

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

The CPNC shall not discriminate against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income, or political affiliation.

### **ARTICLE V**

#### **GOVERNING BOARD**

The Governing Body of the organization shall be the Board of Directors ("Board"). The Board is empowered to make decisions on behalf of the CPNC.

**Section 1. Composition.** The Board shall consist of twenty-five (25) voting members and several non-voting advisors. Only CPNC stakeholders, as defined in Article IV above shall be selected or elected to hold a position on the Board. No single Community Stakeholder group shall comprise a majority of the Board, unless warranted by extenuating circumstances and approved by the Department of Neighborhood Empowerment (“Department”).

The Board shall represent all the community stakeholders in Canoga Park. The governing body must, to the extent possible, reflect the diversity of the neighborhood council’s stakeholders. All stakeholders must be eligible to vote and run for at least one board seat. The election procedures created by Department or City Clerk pursuant to Section 20.36 shall require proof of stakeholder status for community interest stakeholders that must be consistent with and substantially equivalent to the evidential proof required of stakeholders who live, work, or own property. The Board shall be comprised of the following Members:

<b>Voting Members</b>	<b>Number</b>	<b>Type of Position</b>
Youth Group Representative	2	Appointed
Senior Group Representative	2	Appointed
Residential Renters	4	Elected
Home/Condo Owners	4	Elected
Retail/service businesses	4	Elected
Community Based Organizations	2	Elected
Community Service Organizations	1	Elected
Faith Based Organizations	1	Elected
Schools	4	Elected
At Large		
<b>TOTAL:</b>	<b>25</b>	

<b>Non-Voting Advisors</b>		
Advisors shall include, but not be limited to the following:		
1. Public Works		
2. Rec.-Parks		
3. LAFD		
4. LAPD		
5. LADOT		
6. CRA		
7. CDD		
8. LAHD		
9. Planning		
10. Building & Safety		
11. Elected Officials		

If a CPNC Board Member or officer is elected to any City Political Office, they shall immediately resign from their Council position.

If a CPNC Board Member or officer moves away from or is no longer a Stakeholder in the Council area, their position should become vacant.

**Section 2. Quorum.** No formal meeting shall be held or business conducted or votes taken in the absence of a quorum. A quorum shall consist of thirteen (13) Board members.

**Section 3: Official Action.** A simple majority vote of the Board members present and voting, not including abstentions is required for the Board of the CPNC to reconsider an action or vote.

**Section 4: Terms and Term Limits.** Elected Board members shall serve four (4) year staggered terms. Appointed Members shall serve two (2) year terms. All terms will be staggered. In order to stagger the terms, ten (10) of the initial Board members will serve a two (2) year term and eleven (11) will serve a four (4) year term. The eleven (11) Board members who receive the highest votes will serve the four (4) year terms. The remaining ten (10) will serve two (2) year terms.

**Section 5. Duties and Powers.**

- A. The CPNC shall advise the City government or any other level of government on matters concerning the general health, safety and welfare of the neighborhood. These matters could involve but are not limited to, community development, land use, transportation, education, services, public safety and environmental conditions.
- B. The CPNC shall recruit a diverse representation on the Board and each committee shall reflect the diverse interests of its area.
- C. The CPNC shall provide input on the efficiency and effectiveness of the government's delivery of services.
- D. The CPNC shall inform the city government of the community's priorities and make recommendations on the city budget.
- E. The CPNC shall host informational meetings, hold public forums and if possible sponsor educational programs or studies and youth programs.
- F. The CPNC shall cooperate with other Neighborhood Councils on issues that might be of general concern.
- G. The CPNC shall participate in the citywide conventions of Neighborhood Councils.

- H. The CPNC shall foster a sense of community.
- I. Neither the CPNC nor any member purporting to speak for it shall endorse any candidate for public office or any political party.
- J. Membership rosters of the CPNC shall not be used for political, commercial, or any other activity not directly related to the CPNC.
- K. The primary contact between the Council, DONE, and other City departments is the President of the Council, who may delegate this task as appropriate.

**Section 6. Vacancies.** Vacancies will be filled by a majority vote of the remaining Board. This process shall be continued at each regular meeting thereafter until the time such vacancy is filled.

**Section 7. Absences.** If a Board member has three (3) unexcused consecutive absences from any Board meetings, or four unexcused absences in a twelve month period this is considered a vacancy. An unexcused absence is one which has not been communicated to any Board member. At the next meeting, following the Board member's third unexcused absence, the Board will declare that a vacancy exists.

**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 officer may resign by submitting a

written resignation to the Secretary.

**Section 11. Community Outreach.** The CPNC shall develop a system to ensure the dissemination of information about the CPNC to every CPNC stakeholder in a timely manner.

## ARTICLE VI

### *OFFICERS*

**Section 1. Officers of the Board.** The officers of the Board shall be the President, Vice-President, Secretary and Treasurer.

## **Section 2. Duties and Powers.**

- A. **Duties of President.** The President shall prepare agenda and preside at all meetings. The President shall serve as spokesperson and representative of the Board, and receive all communications and present them promptly to the Board. The President could lead a delegation to citywide Neighborhood Council conventions and serve on the executive committee. The President may serve on the Board after leaving office, unless precluded by term limits.
- B. **Duties of Vice-President.** The Vice-President shall perform the duties of the President in the absence of the President, and serve with the President as spokesperson and representative for the CPNC. The Vice-President shall assist the President in deciding what issues or problems may deserve a special meeting and serve on the executive committee. The Vice President shall be responsible on behalf of the Board for outreach and communication and shall actively solicit public interest and participation in the Council, maintain a current roster of members, and encourage attendance by liaisons from community organizations and groups.
- C. **Duties of Secretary.** The Secretary shall act for the President in the absence of the President and Vice-President. The Secretary shall keep all minutes and records of the Council, and see that all notices are duly given in accordance with the provision of these Bylaws and in accordance with the Brown Act. The Secretary shall serve on the executive committee.
- D. **Duties of Treasurer.** The Treasurer shall be held responsible for all funds belonging to the CPNC. The Treasurer shall save, receive and disburse all CPNC funds, and give an accounting of the finances at each regular meeting. The Treasurer shall co-sign checks with the President or the Secretary. The Treasurer shall submit account statements to the Department of Neighborhood Empowerment (Department) as prescribed by the Department. The Treasurer shall keep a book of accounts according to generally accepted accounting procedures. This book of accounts shall be made available for review by any authorized agency of the City of Los Angeles and by any stakeholder or member of the CPNC. The Treasurer shall act for the President in the absence of the President, Vice-President and Secretary. The Treasurer shall serve on the executive committee.

**Section 3. Selection of Officers.** Officers are elected at the first Board meeting following the election meeting by a majority vote of the Board members present, provided a quorum is established.

The Board shall nominate the officers who will make up the Executive Committee from the existing Board members.

If an officer position becomes vacant before the one (1) year term expires, the Board shall elect a replacement officer by majority vote of the Board members present. This officer shall then serve for the remainder of the one (1) year term.

**Section 4. Officer Terms.** Board officers are limited to four consecutive years in one position.

## **ARTICLE VII**

### **COMMITTEES AND THEIR DUTIES**

**Section 1. Standing Committees.** The following are standing committees:

- A. **Youth Advocacy Committee.** The Youth Advocacy Committee gives young people a safe and supportive environment in which they can voice their concerns and address issues that affect their lives. The committee is a vehicle for youth to access government policy-makers and other community stakeholders.
- B. **Planning and Land Use Committee: The Planning and Land Use Committee's** mission is to increase community participation in the district's economic revitalization and development by reviewing specific projects and advising the board on our recommendations to go to our elected representative/s on matters of development and land-use planning. The committee will further development by identifying, monitoring, and addressing local public safety issues and may interface with developers, the City of Los Angeles Planning Department, and the Planning and Land use Management Committee of the Los Angeles City Council.
- C. **Senior Advocacy Committee.** The mission of the Senior Advocacy Committee is identifying, monitoring and addressing issues that impact upon seniors' quality of life. The committee is concerned with ensuring that seniors have access to resources and services.
- D. **Education Committee.** The mission of the Education Committee is to identify, monitor and address issues that may impact the education of the community's youth and adult population. The committee will work to satisfy the educational needs of the community, to enhance the quality of education, and voice concerns to the City Council.
- E. **Grievance Committee.** The Grievance Committee shall address Stakeholder grievances submitted in writing to the Board, pursuant to the process described in Article XI. Once the Board has referred the grievance to the Grievance Committee, the Committee shall then have ten (10) working days in which to meet with the person submitting the grievance and to discuss ways in which the issue may be resolved. Thereafter, the Committee shall forward to the Board a

written report outlining the Committee's recommendations for resolving the grievance.

- F. **Executive Committee**. The Executive Committee shall consist of the President, Vice-President, Treasurer, and Secretary and will meet on a regular basis (preferably monthly) or more frequently as required in order to consider administrative and operational issues of significance to the Council, prepare a proposed agenda for Council meetings, and to call special meetings of the council when required.
- G. **Outreach Committee**. The Outreach Committee will be responsible for contacts with community individuals and entities, public relations, and education of the public concerning the functions and achievements of the Council and other additional outreach suggestions deemed by the board.
- H. **Public Safety and Emergency Services Committee**. The Public Safety and Emergency Service Committee will interface with the Los Angeles Police Department, the Los Angeles Fire Department, and hospitals on matters relating to health and safety of the Stakeholders. The committee will also address issues of community emergency preparedness.
- I. **Budget and Finance Committee**. The Budget and Finance Committee shall review all financial transactions of the Council and 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, and shall recommend appropriate grants and expenditures considering available financial resources as well as comply with any other Department funding directives.
- J. **Bylaws Committee**: The Bylaws Committee will review these bylaws on a regular basis to assure that they provide an optimal foundational set of rules for the operation of the Council and comply in all aspects with legal requirements as specified by the Department of Neighborhood Empowerment and other appropriate governmental agencies.
- K. **Community Activities and Projects Committee**: The Community Activities and Projects committee will provide oversight to assure that the Council is aware of such activities and projects within the community and that Council participation in them is properly coordinated, and shall provide a organizational core for the origination of sponsored projects within the Council.
- L. **Grant Evaluation and Oversight Committee**: The Grant Evaluation and Oversight Committee will review grant requests submitted to the Council and make recommendations in a manner which assures a fair and consistent

expenditure of grant funds for the benefit of the community and the City and is consistent with the strategy of the Council in effecting the best use of limited available funds. In addition, the Committee will work with the Budget and Finance Committee to develop a strategic approach to the use of all Council resources to assure that government funds allocated to the Council are used in a manner that provides maximum benefit to the community.

- M. **Arts Committee:** The Arts Committee will review the state of the arts in the community and advise the Council on effective actions to foster and grow artistic expression in Canoga Park, and advocate for the sponsorship of cultural activities.

**Section 2. Ad Hoc Committees.** The Neighborhood Council may, through a Board motion and upon a majority vote, establish Ad Hoc Committee(s) to address issues and topics of a specific nature. The issues and topics to be addressed must be stated in the motion that creates the committee.

**Section 3. Committee Creation and Authorization.** The CPNC may designate one (1) or more committees, each of which shall consist of one (1) or more Board member. The designations shall be made by resolution adopted by a majority of the Board members then in office, provided that a quorum is present. All organizations, businesses, individual residents and stakeholders of Canoga Park shall be eligible for voting membership in all committees of the Council. The committees will meet to discuss programs, make recommendations, and prepare written reports to be submitted to the CPNC Board for consideration. All CPNC's committees, including ad hoc and standing committees, shall comply with all applicable laws, including the Ralph M. Brown Act, in conducting their meetings.

## ARTICLE VIII

### *MEETINGS*

All Neighborhood Council meetings shall be open to the public. All meetings of the CPNC will be conducted in accordance with the Ralph M. Brown Act of the State of California and the Neighborhood Council Posting Policy. Anyone attending the meeting is eligible to be heard.

**Section 1. Meeting Time and Place.** The Council may hold as many meetings as necessary, but must hold at least four (4) meetings each year (once per calendar quarter).

- A. **Regular Meetings.** There must be at least seventy-two (72) hours advance written notice to all active members of the CPNC and public notice for any

general meeting, or meeting where elections will be held under the Ralph M. Brown Act of the State of California.

- B. **Special Meetings.** Special Neighborhood Council meetings may be called by the Executive Committee or a majority of the Board. In the case of a special meeting, twenty-four (24) hour notice will serve as notice.

**Section 2. Agenda Setting.** The President shall set the agenda for each Council meeting.

**Section 3. Notifications/Postings.** Notices for all meetings must be posted in one public posting place designated by the Canoga Park Neighborhood Council, placed on the CPNC website, submitted to the Early Notification System and otherwise comply with Neighborhood Council Posting Policy and the Brown Act.

**Section 4. Reconsideration.** The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular Neighborhood Council meeting. The Board, on either of these two (2) days, shall: (1) make a Motion to Reconsider and, if approved, (2) hear the matter and take an action. If the Motion to Reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) a Motion to Reconsider the described matter and (2) a [Proposed] Action, should the Motion to Reconsider be approved. A motion for reconsideration can only be made by a Representative who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Representative on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

**Section 5. Voting at Board Meetings.** Voting will follow the definitions provided by Robert's Rules of Order. When "putting the Question" the following shall be implemented:

- The vote on a motion will be taken by voice vote or show of hands as called for by the Chair.
- The Chair will first call for an affirmative vote: those who support the motion.
- The Chair will then call for a negative vote: those who do not support the motion,
- The Chair will then call for any abstentions: those who neither support nor oppose the motion. Abstentions will not be counted as "affirmative" or "negative" votes, nor will they be included in the vote count total. The Chair will then recap the results of voting by stating the number recorded in the affirmative, negative, and abstentions for those Board Members who are eligible to vote on financial or non-financial motions in accordance with the Department of Neighborhood Empowerment



- The Chair will declare the motion as having “passed” by a majority vote or two-thirds vote as required by the motion, or as having “failed” by not obtaining a majority or two-thirds vote.
- The Secretary will record the results of voting and place the results in the Minutes.
- The Treasurer will assist the Chair in recording votes on appropriate Department of Neighborhood Empowerment motions regarding financial motions only.

## **ARTICLE IX**

### **FINANCES**

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

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding 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 Department.

G. All city funds and assets shall be returned to the city in the case of dissolution or termination of the CPNC.

## **ARTICLE X**

### **ELECTIONS**

**Section 1. Administration of Election.** The 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.** All Stakeholders aged eighteen (18) and above shall be entitled to vote in the Council elections.

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

**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.

**Section 6. Other Election Related Language.** At the Board meeting following the election meeting, the Board members present, provided there is a quorum, shall appoint, by a majority vote, the following members: two (2) Youth Group Representatives and two (2) Senior Group Representatives for a total of four (4). This process for appointing Board members shall continue with each regular meeting thereafter until the appointments are filled.

## ARTICLE XI

### GRIEVANCE PROCESS

- A. **Process.** Any person or group adversely affected by the decisions or policy of the CPNC may file a written grievance with the Board. Within ten (10) working days, the Board shall then refer the matter to the grievance committee, who shall have ten (10) working days to meet with the person submitting the grievance and to discuss ways in which the matter may be resolved. The committee shall prepare a written report for the Board outlining their recommendations for resolving the grievance. The Board must then address the report at the next regular or special meeting. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.
- B. **Appeal.** In the event that a grievance cannot be resolved through this grievance process, the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

- C. **Matters which can be grieved.** The formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be discussed at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g. the Board's failure to follow these bylaws or its Standing Rules.

## ARTICLE XII

### PARLIAMENTARY AUTHORITY

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

Additional rules and/or policies and procedures regarding the conduct of the Board meetings may be developed and adopted by the Board.

## ARTICLE XIII

### BY-LAW REVIEW AND AMENDMENT

The by-laws may be amended, altered, or repealed by a two-thirds (2/3) vote at any meeting of the Board by those Board members present, provided that the exact wording of the proposed change(s) is included in the agenda of the required notice of the meeting. Any adjustments or amendments to the bylaws shall be reviewed and approved by the Department in order to ensure that they comply with the Plan. Amendments shall not be valid, final or effective until approved by the Department.

## ARTICLE XIV

### COMPLIANCE

The Neighborhood Council shall conduct itself in a manner that complies with these bylaws and the Rules and Procedures that are adopted by the CPNC Board. The CPNC shall abide by all applicable provisions of the City's governmental ethics ordinance and all applicable ethics laws of the federal, state, and local government.

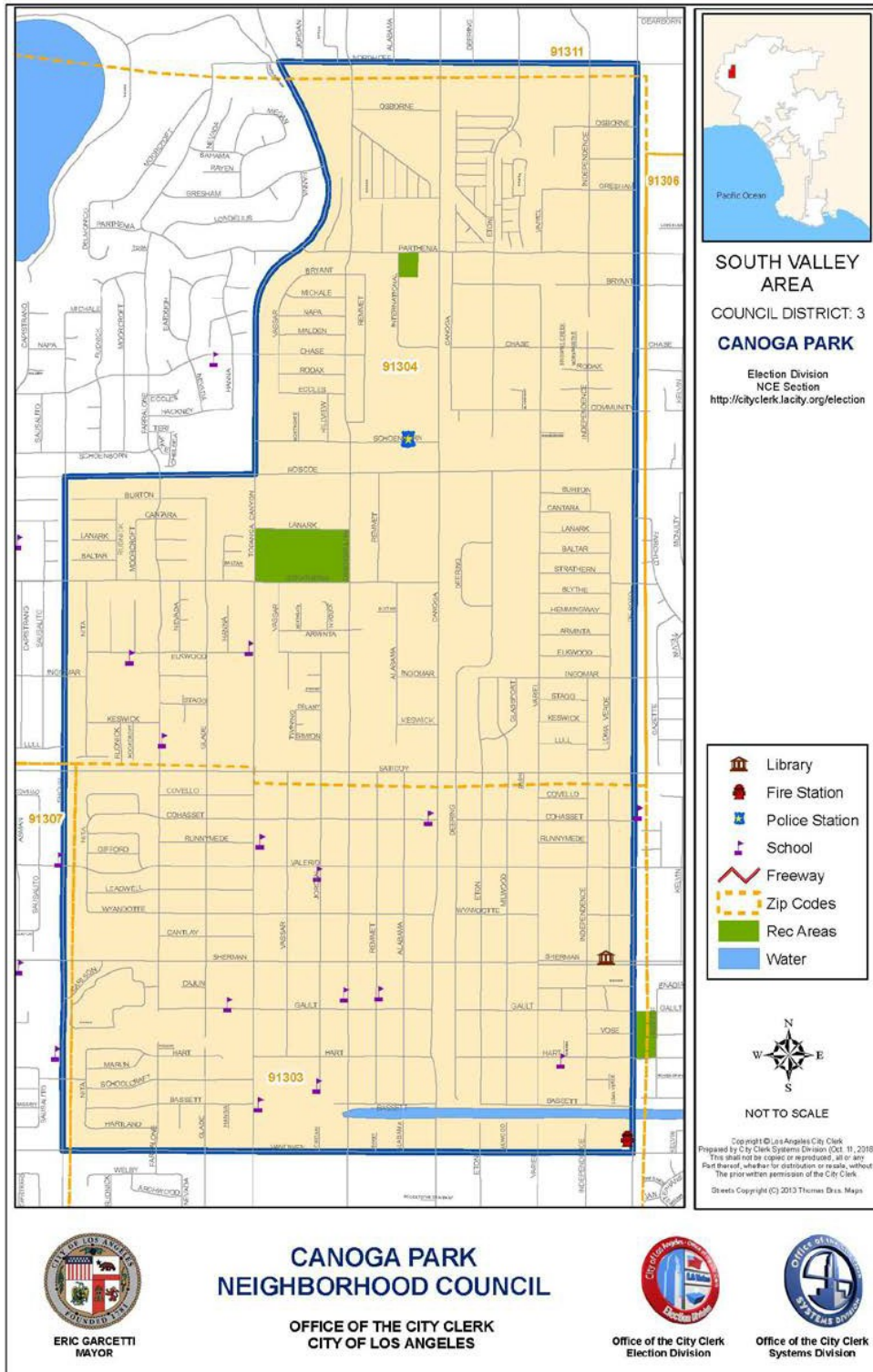
**Section 1.** **Code of Civility**, Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy, and will take all training concerning the Code. There is no grace period for new board members in satisfying this training.

**Section 2. Training.** All board members must take ethics and funding training prior to making motions and voting on funding related matters. There is no grace period for new board members to take these trainings.

**Section 3. Self-Assessment.** The CPNC shall prepare an annual written report with the assistance of the Department on its activities that is to be made available to the Mayor, City Council, the Department and the CPNC members.

An Annual meeting will be held in the month of June each year. The purposes of this meeting shall be to give annual reports on accomplishments of the CPNC and to set new goals for the coming year.

# ATTACHMENT A – Map of Canoga Park Neighborhood Council



## ATTACHMENT B – Governing Structure and Voting

### Canoga Park Neighborhood Council – 25 Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Youth Group Representative Term: 2 Years	2	Appointed	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Board of CPNC Appoint
Senior Group Representative Term: 2 Years	2	Appointed	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Board of CPNC Appoint
Residential Renters Representatives Term: 4 Years	4	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.
Home/Condo Owners Representatives Term: 4 Years	4	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.
Retail/Service Businesses Representatives Term: 4 Years	4	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.
Community Based Organizations Representatives Term: 4 Years	2	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Community Service Organizations Representative Term: 4 Years	1	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.
Faith Based Organizations Representative Term: 4 Years	1	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older..
Schools Representative Terms: 4 Years	1	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older..
At-Large Representatives Term: 4 Years	4	Elected	Stakeholders, who are 18 years or older.	Stakeholders who are 18 years or older.