

CITY OF LOS ANGELES
CALIFORNIA

CANOGA PARK
NEIGHBORHOOD COUNCIL



Executive Board

**Mary Paterson
President**

Dr Thema Bryant Davis,

Vice-President

Helen Morales,

Secretary

**Leonel Fuentes,
Treasurer**

Board Members:

**Michelle Miranda Fuentes
Kyra Edrington,
Jessica Gonzalez
Steve Slutzah
Robert Muñoz
Ray Cole Topic:
Brian Mallasch
Quincy Clemons
Annette McClain
Ronald Clary
Elmer Garcia
Nauman Khan
Jitzel Vasquez-Ruiz
Duane Galila**

AGENDA

**CANOGA PARK
NEIGHBORHOOD COUNCIL**

BY-LAW COMMITTEE MEETING

**April 19, 2022
6:30 PM**

**You are invited to a Zoom webinar
When: April 19, 2022 6:30 PM Pacific Time (US and Canada)
CPNC By-Law Committee Meeting**

**Please click the link below to join the webinar:
<https://us02web.zoom.us/j/83102683634>**

Or One tap mobile

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7248 OWENSMOUTH AVENUE
CANOGA PARK CALIFORNIA
91303

E-mail: info@canogaparknc.org
Website: www.canogaparknc.org

Webinar ID: 831 0268 3634

International numbers available: <https://us02web.zoom.us/j/83102683634>

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte XXXX, Secretaria, al (818) 852-1500 o por correo electrónico HelenMorales@canogaparknc.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE CANOGA PARK NEIGHBORHOOD COUNCIL SPECIAL EXECUTIVE BOARD MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION

Every person wishing to address the Board must dial 877 853 5257 and enter 831 0268 3634 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required.

If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned.

If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

1. CALL TO ORDER & ROLL CALL

2. Review and approval of Minutes for Meeting of March 24, 2022

3. Review, possibly modify, and possibly vote on proposed standing rules.

4. Review and discussion of existing Bylaws in numerical order in regard to the most recent template promulgated by the Department of Neighborhood Empowerment.

5. Possible vote on changes or modifications to individual bylaws as discerned.

6. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s)

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting for regular meetings and 1 day (24 hours) prior to special meeting by contacting Ronald Clary Board Member at 818-703-8566 or by email at ronclary@canogaparknc.org.

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website www.canogaparknc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Ronald Clary, at or email ronclary@canogaparknc.org

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

Canoga Park Community Center, 7248 Owensmouth Ave., Canoga Park, CA 91303

CPNC Website: www.CanogaParkNC.org

You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the NC's process for board action please see the NC Bylaws. The Bylaws are available at our Board meetings and our website www.CanogaParkNC.org

Available Seats:

Home/Condo Owners- 4

Retail/Service - 1

Senior Rep – 1

Residential Renter – 2

Please let us know if you would like to be considered for appointment to a seat. Email info@canogaparknc.org

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MINUTES

CANOGA PARK
NEIGHBORHOOD COUNCIL

BY-LAW COMMITTEE MEETING

MARCH 24, 2022
6:30 PM

Via Zoom

1. CALL TO ORDER & ROLL CALL

Present: Ronald Clary, Corinne Ho, Mary Paterson, Michelle Miranda (arrived late) Steve Slutzah.

Absent: Jessica Gonzalez

2. Possible action and vote to appoint a Committee Secretary. Ronald Clary nominated Corinne Ho to serve as Secretary. Seconded: Mary Paterson. Approved unanimously.

3. Discussion of procedure for drafting amendments to bylaws and creation of standing rules. The Board members discussed the process to be utilized in developing By-law changes.

A. Ronald Clary discussed the new By Law template provided by the Department of Neighborhood empowerment and contrasted to the existing CPNC bylaws.

B. Each member discussed issues they wished the process to address and how they wished to proceed.

C. Community comment was heard on this item.

4. Possible action and vote to determine structure and members of subcommittees.

After some discussion it was decided that subcommittees would not be required as of this time.

5. Possible action and vote to determine further milestones (deadlines) for meetings and committee objectives.

After comments from the Committee members and from the public, Ronald Clary moved and Mary Paterson seconded that the next meeting would be held on April 5 at 6:30 PM via Zoom and that the agenda would be as follows:

A. Review, possibly modify, and possibly vote on proposed standing rules.

B. Review and discussion of existing Bylaws in numerical order in regard to the most recent template promulgated by the Department of Neighborhood Empowerment.

C. Possible vote on changes or modifications to individual bylaws as discerned.

6. GENERAL PUBLIC COMMENT -

Meeting adjourned: 7:58 PM.

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	11
	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	12
	Section 1. Standing Committees	
	Section 2. Ad Hoc Committees	
	Section 3. Committee Creation and Authorization	
Article VIII	MEETINGS	14
	Section 1. Meeting Time and Place	
	Section 2. Agenda Setting	

	Section 3. Notifications/Postings	
	Section 4. Reconsideration	
Article IX	FINANCES	16
Article X	ELECTIONS	16
	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	17
Article XII	PARLIAMENTARY AUTHORITY	18
Article XIII	AMENDMENTS	18
Article XIV	COMPLIANCE	18
	Section 1. Code of Civility	
	Section 2. Training	
	Section 3. Self-Assessment	
ATTACHMENT A – Map of the Neighborhood Council		20
ATTACHMENT B – Governing Board Structure and Voting		21

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. 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]

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 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 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:

Voting Members	Number	Type of Position
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
Schools	1	Elected
Faith Based Organizations	1	Elected
	4	Elected
At Large		
TOTAL:	25	

Non-Voting Advisors		
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.

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

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.

Group A: Term ending 2021

At-Large Representative (x 2)
 Community Based Organization Representative
 Home/Condo Owners Representative (x 2)
 Residential Renters Representative (x 2)
 Retail/Service Business Representative (x2)
 Schools Representative

Group B: Term ending 2023

At-Large Representative (x 2)
 Community Based Organizations Representative
 Community Service Organizations Representatives
 Faith Based Organizations Representatives
 Home/Condo Owners Representative (x 2)
 Residential Renters Representative (x 2)
 Retail/Service Business Representative (x2)

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 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 an officer position becomes vacant before the one (1) year term expires, the Board shall elect an 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 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 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 mak 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.

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. 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.

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

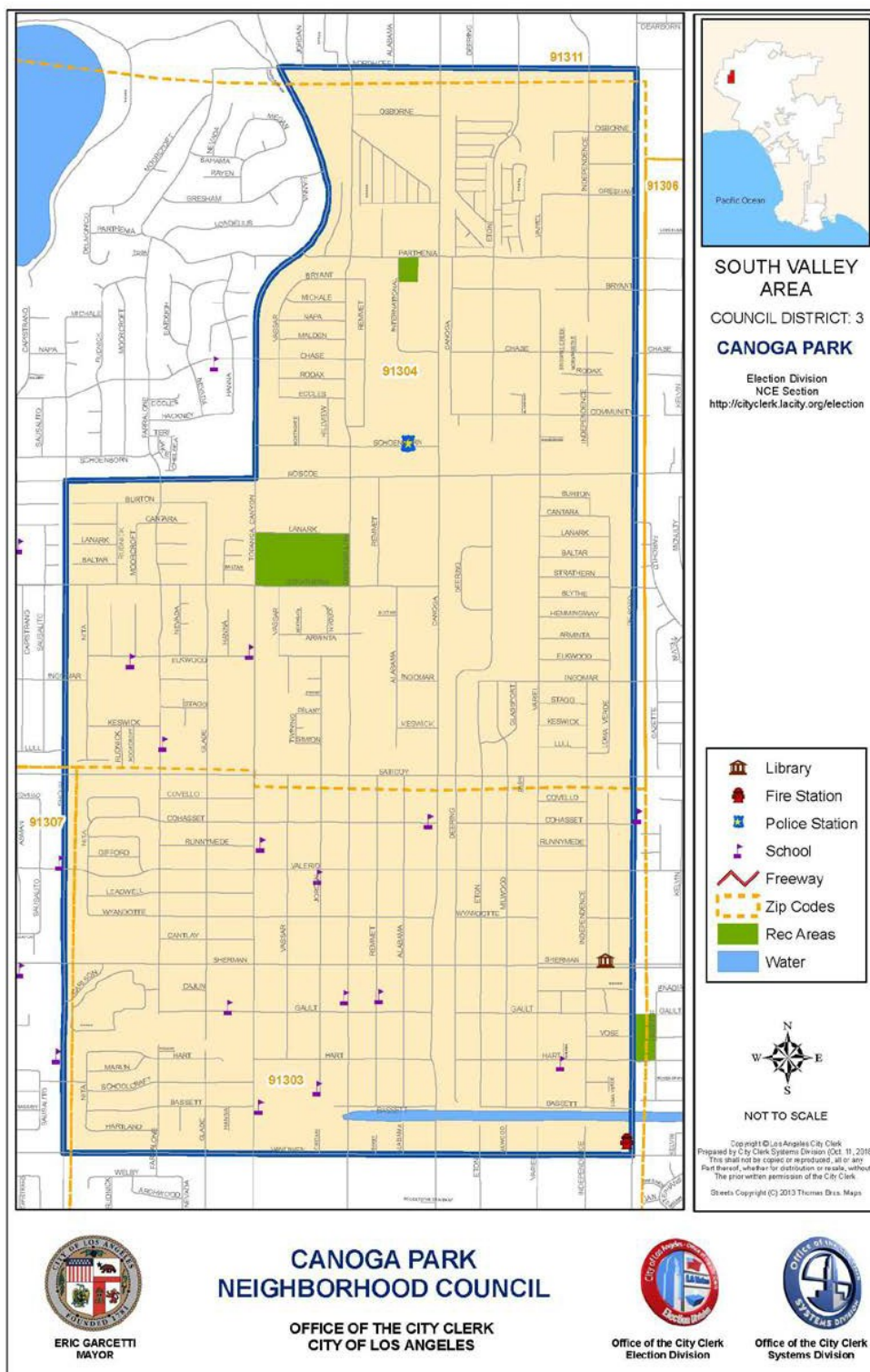
The Neighborhood Council shall conduct itself in a manner that complies with these bylaws and the Rules and Procedures that are adopted by the CPNC Board. The CPNC shall abide by all applicable provisions of the City's governmental ethics ordinance and all applicable ethics laws of the federal, state, 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 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 16 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 16 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 16 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 16 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 16 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 16 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 16 years or older.
At-Large Representatives Term: 4 Years	4	Elected	Stakeholders, who live, work, or own property in the neighborhood or who declare a stake in the neighborhood as a community interest stakeholder; and are 18 years or older.	Stakeholders who live, work, or own property in the neighborhood or who declare a stake in the neighborhood as a community interest stakeholder; and who are 16 years or older.



Neighborhood Council Bylaws Template

How to read this Template

The Department of Neighborhood Empowerment (“Department”) has created this document to provide neighborhood councils support when establishing or revising bylaws. Because each neighborhood is unique, each neighborhood council bylaws are unique. Nevertheless, actions taken by the City Council and the Board of Neighborhood Commissioners offer some common structure and language that each neighborhood council must follow. This document helps you understand where you are invited to adopt your own language and where the language proposed cannot be amended. When the language is made mandatory, you’ll always find the reference to the governing authority imposing it. To reflect the diversity of existing bylaws, the Department has also included in this template optional language or different options possible on some sections. Of course, you are not limited to these options.

Legend

Example of text	This text cannot be modified and must appear in your bylaws
Example of text	Optional language or possible choices or need to insert your text
Example of text	Comments (reference to governing document, department’s Recommendation). This text won’t appear in your final bylaws.
Example of text	Recommended by the Department of Neighborhood Empowerment or the office of the City clerk

You can access an editable version of this template by downloading the version available [here](http://tiny.cc/NCBylawTemplateEditable): <http://tiny.cc/NCBylawTemplateEditable>.

Per the Board of Neighborhood Commissioners (BONC) [Bylaw Table of Contents Policy 2010-03 \(Eff. 10/05/10\)](#), all Neighborhood Councils are required to incorporate the Bylaw Table of Contents into their Bylaws in the order laid out below.

Please note that the Table of Contents **cannot** be altered in any manner.

For sections that do not apply to the Neighborhood Council, e.g., “Internal Boundaries”, please state in that section “**Not Applicable.**”

For sections on which the Neighborhood Council chooses to be silent, please state, “**Intentionally Left Blank.**”

For sections that include board seat names, (e.g., Article V and Attachment B), please ensure board seat names are listed the same for consistency (especially capitalization and hyphen usage such as at large vs. At-Large, etc.).

The Department of Neighborhood Empowerment highly recommends that Neighborhood Council address all the issues in the Bylaws Table of Contents in their bylaws with any necessary clarifications in Standing Rules.

Bylaws Table of Contents

Article I NAME

Article II PURPOSE

Article III BOUNDARIES

Section 1: Boundary Description

Section 2: Internal Boundaries

Article IV STAKEHOLDER

Article V GOVERNING BOARD

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

Section 10: Resignation

Section 11: Community Outreach

Article VI OFFICERS

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

Section 1: Standing

Section 2: Ad Hoc

Section 3: Committee Creation and Authorization

Article VIII MEETINGS

Section 1: Meeting Time and Place

Section 2: Agenda Setting

Section 3: Notifications/Postings

Section 4: Reconsideration

Article IX FINANCES

Article X ELECTIONS

Section 1: Administration of Elections

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 Elections Related Language

Article XI GRIEVANCE PROCESS

Article XII PARLIAMENTARY AUTHORITY

Article XIII AMENDMENTS

Article XIV COMPLIANCE

Section 1: Code of Civility

Section 2: Training

Section 3: Self Assessment

ATTACHMENT A - Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting

ARTICLE I NAME

The name of this Neighborhood Council shall be the **[INSERT NAME]** Council (“Council”).

ARTICLE II PURPOSE

The purpose is defined in the [Charter section 900](#)

The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood..

A. The **MISSION** of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City-wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City-wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

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 and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in the Council’s operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and Committee Members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and 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 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
6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description

The Council represents Stakeholders within the following geographic boundaries (see Attachment A):

- A. **NORTH** - [INSERT DESCRIPTION];
- B. **EAST** - [INSERT DESCRIPTION];
- C. **SOUTH** - [INSERT DESCRIPTION];
- D. **WEST** - [INSERT DESCRIPTION].

The boundaries of the Council are set forth in Attachment A - Map of [INSERT NAME OF NEIGHBORHOOD COUNCIL] Council.

Section 2: Internal Boundaries

[INSERT DESCRIPTION IF APPLICABLE OR IF NONE, STATE “Not Applicable.”]

ARTICLE IV STAKEHOLDER

These definitions of Stakeholder and Community Interest Stakeholder are from the [Administrative Code Sec. 22.801.1.](#) and cannot be changed

Review entire bylaws language and replace, where applicable

- Replace/Change “community based organization” to “Community Organization”
- Eliminate references to “Community Stakeholder” because of the potential confusion or Replace/Change “Community Stakeholder” to “Stakeholder” or “Community Interest Stakeholder” depending upon what is meant. Note “Stakeholder” or “community stakeholder” definition: It’s either someone who lives, works, owns real property OR qualifies as a “community interest stakeholder”. (For example, applicable in instances with “At-Large” Board seat)

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,” “Community Interest Stakeholder,” and their related terms are defined by City Ordinance and cannot be changed without City Council

action. See Los Angeles Charter Section 906(a)(2) and [Los Angeles Administrative Code Section 22.801.1](#)]

ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the governing body of the Council.

Section 1: Composition

The Board shall consist of [INSERT NUMBER] Stakeholders elected, selected, or appointed.

The composition of the Board shall be as follows:

[SAMPLE BOARD SEAT DESCRIPTIONS]

- A. **Homeowner Stakeholder Board Members (#)** – Open to Stakeholders eighteen (18) years of age or older who own a residence located within the Council boundaries.
- B. **Renter Stakeholder Board Members (#)** – Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the NC boundaries.
- C. **Business Stakeholder Board Members (#)** – Open to Stakeholders eighteen (18) years of age or older who work at or own a business or business property within the NC boundaries.
- D. **Organizational Stakeholder Board Members (#)** – Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group¹, faith-based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the Council boundaries.
- E. **Senior Stakeholder Board Member (#)** – Open to Stakeholders sixty-five (65) years of age or older.
- F. **Youth Board Member (#)** - Open to Stakeholders between the ages of fourteen (14) years or older and no more than seventeen (17) years of age, at the time of election or selection.

¹ Per the office of the city clerk, at the date of issuance of this template, Parents of University students are not eligible as stakeholders. Nevertheless, Parents of students in K-12 class are eligible.

G. At-Large Stakeholder Board Members (#) – Open to Stakeholders at least eighteen (18) years of age.

Per the [Administrative Code section 22.810.1 \(b\)\(2\)\(C\)\(iii\)\(1\)](#):
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 Department recommends adding the following language:

[Option 1] When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, their position shall be deemed vacant.

or

[Option 2] Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board. However, Board Members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected

The Department recommends adding the following language:

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department’s procedure, at the request of the Board.

Section 2: Quorum

The quorum shall be **[INSERT NUMBER]** members of the Board. Board and Committees shall have a fixed quorum number. Floating quorum is not allowed.

Section 3: Official Actions

Unless specified otherwise in these Bylaws, official action is taken at a meeting at which a quorum is met by a simple majority vote by the Board Members **[SELECT ONE: “present” OR “present and voting” OR “the total Board”]**. **[SELECT ONE: “Abstentions are treated as a non-vote [recommended by department].” OR “Abstentions are treated as a “Yes” vote.” OR “Abstentions are treated as a “No” vote.”**

Here are some explanations on how to understand the different options:

Scenario 1:

Present & Abstentions are treated as a non-vote: Need a simple majority of Yes of present (Abstentions acts as a No vote)

Scenario 2:

Present & Abstentions are treated as a “Yes” vote: Need of simple majority of present of Yes and Abstentions to pass.

Scenario 3:

Present & Abstentions are treated as a “No” vote: Need of simple majority of present of Yes to pass.

Scenario 4:

Present and Voting & Abstentions are treated as a non-vote: Need a simple majority of Yes among members who voted Yes or No (Abstentions acts as a No vote)

Scenario 5:

Present and voting & Abstentions are treated as a “Yes” vote: Need of simple majority of voting members of Yes and Abs to pass.

Scenario 6:

Present and Voting & Abstentions are treated as a “No” vote: Need of simple majority of voting members of Yes to pass.

Scenario 7:

Total board & Abstentions are treated as a non-vote: Need a simple majority of Yes of total board seats (Abstentions acts as a No vote)

Scenario 8:

Total board & Abstentions are treated as a “Yes” vote: Need of simple majority of total board seats of Yes and Abs to pass.

Scenario 9:

Total board & Abstentions are treated as a “No” vote: Need of simple majority of total board seats of Yes to pass.

Department’s Recommendation:

Scenario 4: Present and Voting & Not including Abstentions. An abstention is treated as a non-vote.

Section 4: Terms and Term Limits

Board Members shall serve a: [SELECT ONE “two (2)” OR “four (4)” OR “*four (4) year staggered term”] commencing after being seated. There are: [SELECT ONE: “no term limits” OR “Beginning in (INSERT YEAR, e.g., 2019)”], Board Members may only serve [INSERT NUMBER] consecutive years on the Council Board.

[*Description of Staggered Terms.]

Department's Recommended language when *establishing* staggered seating for the first time:

The following Board seats will initially serve two (2) year terms in **[INSERT YEAR, e.g., 2023]** and then be elected to four (4) year terms in **[INSERT YEAR, e.g., 2025]**:

Area 1 Stakeholder Board Member
Area 3 Stakeholder Board Member
Renter Stakeholder Board Member
Community Organization Stakeholder Board Member
At-Large Stakeholder Board Member seats 1 and 2

The following Board seats will be elected to four (4) year terms in **[INSERT YEAR, e.g., 2023]**:

Area 2 Stakeholder Board Member
Area 4 Stakeholder Board Member
Business Stakeholder Board Member
Youth Board Member
At-Large Stakeholder Board Member seat 3

Department's Recommended language for staggered seating:

The following Board seats shall be elected to serve a four (4) year term in **[INSERT YEARS, e.g., 2023]** and elected every four (4) years thereafter:

Area 1 Stakeholder Board Member
Area 3 Stakeholder Board Member
Renter Stakeholder Board Member
Community Organization Stakeholder Board Member
At-Large Stakeholder Board Member seats 1 and 2

The following Board seats shall be elected to serve a four (4) year term in **[INSERT YEARS, e.g., 2025]** and elected every four (4) years thereafter:

Area 2 Stakeholder Board Member
Area 4 Stakeholder Board Member
Business Stakeholder Board Member
Youth Board Member
At-Large Stakeholder Board Member seats 3 and 4

Section 5: Duties and Powers

The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any City body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies

If a Board seat becomes vacant, the Board may choose to verify Stakeholder status of an individual filling the vacant seat or may choose to request the Department do so following its internal procedure(s).

Vacancies on the Board shall be filled using the following procedure:

[SELECT ONE]

[Option 1] Board Fills Vacancies

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

OR

[OPTION 2] President Fills Vacancies with Board Approval

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the

discretion to appoint a Stakeholder to fill the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to the ratification by the Board by **[OPTION: the voting method required for official action OR Define another method of action such as majority vote of the Board or ⅔...]** The appointed applicant's term shall be limited to the term for the vacated seat.

Section 7: Absences

In this section, the Department recommends against language permitting “excused” absences. If you decide to allow excused absences, the Department invites you to provide a definition of an excused absence and how such excused absences are requested, received, and memorialized. The Department recommends using strict objective criteria to define excused absences. It must be applied fairly and uniformly.

Any Board Member who misses **[INSERT NUMBER]** regularly scheduled consecutive Neighborhood Council **[Option: Regular]** Board Meetings or, optionally, **[INSERT NUMBER]** total **[Option: Regular]** Governing Board Meetings during any twelve (12) month **[Select One: Fiscal Year or Calendar or Anniversary or Rolling]** period will be automatically removed from the Board. Each Council 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, **[SELECT ONE: “the Council Presiding Officer shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant.” OR “the Council Presiding Officer 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 Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

The removal for absences of a board member requires a board action and cannot be automatic. Make sure to note in the minutes the number and dates of meetings from which the board member was absent.

Section 8: Censure

This section **cannot** be changed since this is direct language from the Board of Neighborhood Commissioners (BONC) Resolution on a [Uniform Policy for Board Member Censure – Policy 2020-03 \(Eff. 03-03-2020\)](#).

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 may censure any Board Member at a regular or special meeting open to the public 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. 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

This section **cannot** be changed since this is direct language from the Board of Neighborhood Commissioners (BONC) Resolution on a [Uniform Policy for Board Member Removal- Policy 2020-04 \(Eff. 04-04-2020\)](#).

Any Board Member may be removed by the 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 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

Board Member resignation must be submitted in writing to an executive officer and should include the secretary. The position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit their resignation to an executive officer and should include the secretary. If the Stakeholder status of a Board Member is challenged, then the Department will contact the board member, verify the Stakeholder status using its procedure.

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.

[ADDITIONAL OUTREACH OPTIONS]

- ☐ The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the Council meeting.
- ☐ The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.

- ❑ In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include email blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.
- ❑ Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board

Warning: The executive committee cannot be composed of more than a majority of the quorum members. For example, if the Quorum is 9, the majority of quorum is 5, therefore the executive committee can have only 4 Board Members/officers. If there are more officers than the majority of the Quorum, the Department recommends listing the officers that are members of the Executive Committee.

The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, 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 Board:

- A. The President shall act as the chief executive of the Council and shall preside at all Council meetings.
- B. The Vice President shall serve in place of the President if the President is unable to serve.

- C. The Secretary shall keep minutes of all Board meetings in accordance with *BONC Policy*. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board Member, including the right to vote on matters before the Council.
- D. The Treasurer shall perform duties in accordance with City policies and procedures.

Section 3: Selection of Officers

[SELECT ONE]

- ☐ Officer positions shall be filled **[CHOOSE ONE: “annually” OR “every [INSERT NUMBER]”]** years at the first official Board meeting following their election or selection in Board election years, and at the subsequent **[INSERT NUMBER]** year anniversary mark of the Officers’ election in Board non-election years. They serve at the pleasure of the Board.

OR

- ☐ Officer positions are elected during the elections of the Council.

Optional, here are examples of Officer Removal Language]:

Officers appointed by a vote of the Board can be removed from their Officer position the same way they were appointed.

OR

A petition to remove a member from their position as an Officer must be made by a Board member in writing 14 days prior to a **[OPTION: regular]** meeting and delivered to the Chair, Secretary, and the Department representative. If such a petition is timely delivered, the item shall be placed on the agenda of the next regular or special Board meeting.

Officer positions may be revoked by two thirds (2/3) vote of Board members present and voting at a regular or special Board meeting. If the Officer is removed, the Officer position shall be filled at the next **[OPTION: regular]** Board meeting.

OR

Any Board Member who desires to remove an Officer shall present it to the Board and it shall be placed on the agenda at two consecutive **[OPTION: regular]** Board meetings. Removal shall take place only upon two consecutive full council meetings, both which

have two-thirds votes (voting must be by roll call) supporting removal before the Officer is removed. The individual subject to removal shall be permitted to vote.

Section 4: Officers Terms

The Officers shall serve [INSERT NUMBER] year terms and serve at the pleasure of the Board. They may stand for reelection or reappointment [CHOOSE ONE: "annually" OR "every [INSERT NUMBER]"] 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 Committees

This section can refer to the standing rules of your neighborhood council. In this case, make sure, standing rules are easily accessible to the public (on your website for example)

The Standing Committees of the Council are: [INSERT COMMITTEES SUCH AS: The Executive Committee, The Budget and Finance Committee, the Outreach and Communications Committee, The Planning and Land Use Committee, the Elections Committee, the Community Activities and Projects Committee, the Bylaws and Procedures Committee, the Public Safety Committee, etc.] OR [Standing Committees of the Neighborhood Council can be found in the Standing Rules]

Section 2: Ad Hoc Committees

The Board may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, and cease to exist upon the completion of its specific task.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

Section 3: Committee Creation and Authorization

[CAN BE STANDING RULES INSTEAD OF BYLAWS]

- A. **Committee Authority** - All committee recommendations shall be brought to the full Board for discussion and action.
- B. **Committee Structure** – All committees shall have an established membership. **[OPTION: Standing Committees shall be composed of at least [Select a number- smaller than majority of Quorum] Board Members and may include any interested Stakeholders.**

Note: Failure to define quorum definitions may result in a violation of the Brown Act and call the committee's actions into question.

Ad Hoc Committees shall be composed of **[Select a number- smaller than majority of Quorum]** or fewer Board Members and may include any interested Stakeholders.

- C. **Committee Appointment** – All Committee Chairs shall be appointed by the **[SELECT ONE: "President and confirmed by the Board" OR "by the Board" OR "by the Committee members"]**. **[OPTIONAL LANGUAGE: "Only those Committee members who are Board members are eligible to serve as Chairman of a committee."]** With the exception of the Executive Committee, Committee members shall be appointed by the **[Options: "Board" OR "President of the Board and confirmed by the Board" OR "by the Chair of the Committee"]**. The Committee Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- D. **Committee Meetings** – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. 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.
- F. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

The Department recommends adding language detailing how committee members are removed, mirroring the appointment process.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950 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 or their Committees.

- 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 of time and format of the public comment period as appropriate.
- B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting.

Section 2: Agenda Setting

Select one:

[Option 1] “The Executive Committee shall set the agenda for each Council meeting.”

OR

[Option 2] “The President shall set the agenda for each Council meeting .”

Optionally, you can also add

“If called by the majority of the Board, the agenda shall be set at a Brown Act Compliant public meeting.

Optionally, can also include a stakeholder option, such as:

Any Stakeholder and/or Board members may make a proposal for action by the Council by submitting a written request to the Secretary/President. Stakeholders can also make such a request during the public comment period of a regular Council meeting. The Secretary/President 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 may consider the proposal at a Committee or Board meeting.

Section 3: Notifications/Postings

The Neighborhood Council shall comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy approved by the Board of Neighborhood Commissioners. Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting.

Section 4: Reconsideration

Select one:

[Option 1] The Board may reconsider or amend its action through a Motion for Reconsideration process defined in its Standing Rules and 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.

OR

[Option 2] The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- a. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

- c. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- d. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the 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 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 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. The Council will not enter into any contracts or agreements except through the appropriate City officials.

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

This Section cannot be changed since this language amended [Section 22.814 of the Los Angeles Administrative Code](#) to establish a uniform minimum voting age under [City Ordinance 186760 \(Eff. Date 10-16-2020\)](#) under [Council File 18-0467](#).

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)]

If your board includes a Youth Board seat elected by stakeholders:

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

The Method of verifying Stakeholder Status won't depend on the way the election is conducted (in-person, Vote-by-mail, online,...). This choice will apply to all election or selection methods.

Select one:

[Option 1] “Voters will verify their Stakeholder status through written **self-affirmation.**”

OR

[Option 2] “Voters will verify their Stakeholder status by providing acceptable **documentation.**”

Section 5: Restrictions on Candidates Running for Multiple Seats

Select one:

[Option 1] A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

OR

[Option 2] A candidate may declare their candidacy for more than one (1) position on the Council Board during a single election cycle.

If a candidate seeking multiple Board positions on the Council is declared the winning candidate for more than one of those positions, the candidate will be required to vacate all except one (1) Board position within no more than three (3) days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved, whichever date is later. These vacated positions shall be filled with the remaining candidate who received the most votes, or if none, via the vacancy clause. Where the candidate does not vacate all except one (1) Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.

Section 6: Other Election Related Language

Insert any other election-related language or if none, state “Not Applicable.”

ARTICLE XI GRIEVANCE PROCESS

This article makes reference to the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#). The Department strongly recommend the following language to be in compliance with the Administrative Code.

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. [INSERT Neighborhood Council Grievance Process or refer to Standing Rules for Process]

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 Board to the Panel.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the:

Select one:

[Option 1] Council rules of order when conducting Council meetings as set forth in its standing rules.

OR

[Option 2] Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

OR

[Option 3] Robert's Rules of Order when conducting Council meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

These bylaws supersede the parliamentary rules mentioned above.

ARTICLE XIII AMENDMENTS

There are different ways to amend your bylaws. The Department offers 2 options but others exist in the neighborhood council system. Know that any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective.
Option 1:

- A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a **[OPTION: 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 **[SELECT ONE “two-thirds” OR “simple majority vote”]** of the Board Members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- E. Amendments shall not be valid, final, or effective until approved by the Department and/or the Commission. Once approved, any changes in the Bylaws shall become effective immediately. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners’ approval.
- F. No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member’s term in which the amendment is approved.

Option 2 :

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

Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective.

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 as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department’s rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with

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 pursuant to Commission and City regulations.

Section 2: Training

Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings 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.

Optional:

Board members not completing mandatory trainings provided by the City within **[Select a number - 45 for example]** days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

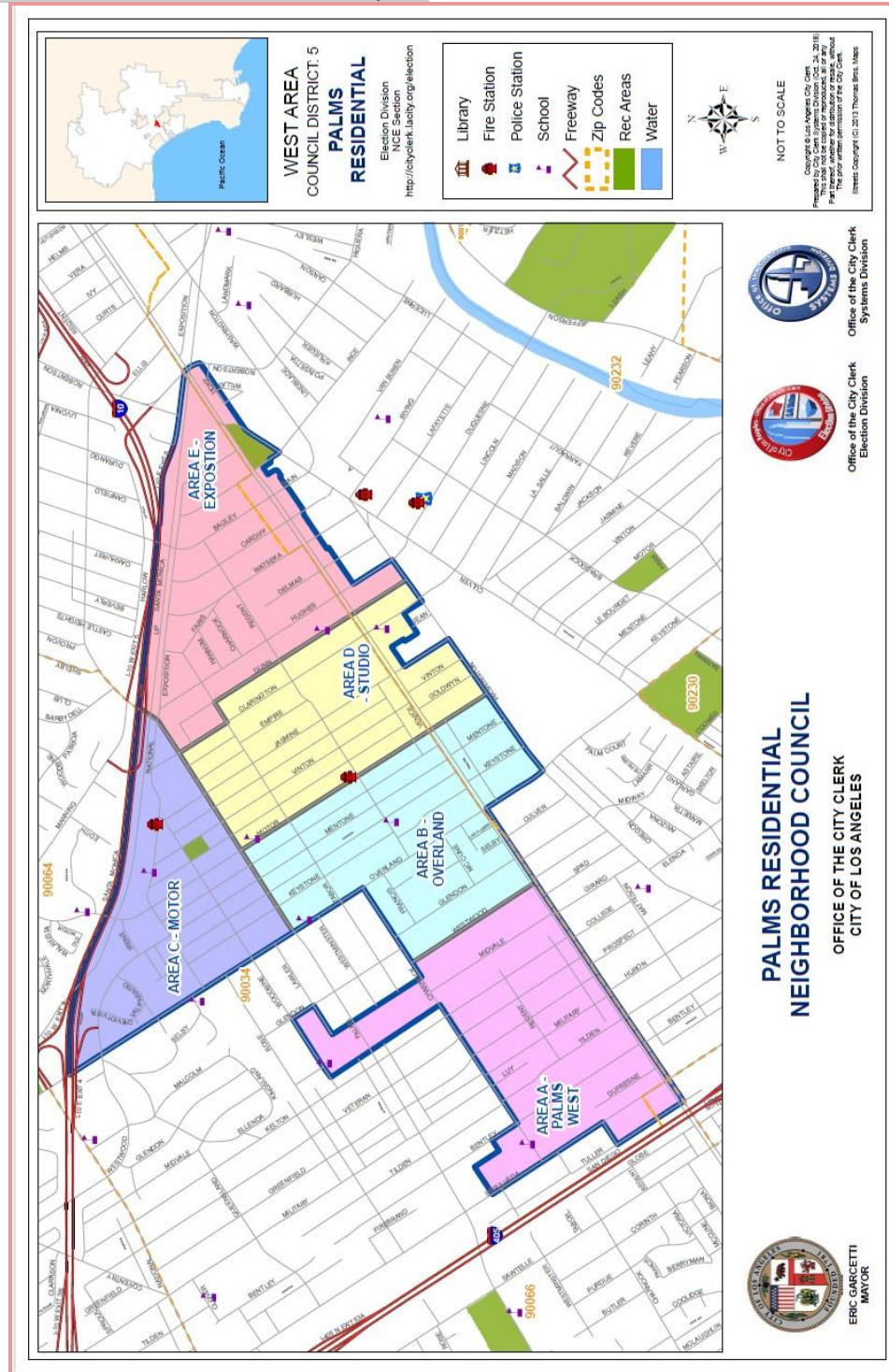
Section 3: Self Assessment

The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

ATTACHMENT A

[PALMS NC EXAMPLE]

Please ensure internal boundaries listed in Article III, Section 2 are reflected on the NC Map."



ATTACHMENT B

[EXAMPLES OF BOARD SEAT AND ELIGIBILITY REQUIREMENTS]

Elected: Board members elected by stakeholders.

Appointed: Appointed by members of the Board.

Selected: Applicable for Neighborhood Council choosing the Selection versus Election method for filling board seats.

BOARD POSITION	NUMBER OF SEATS	ELECTED, APPOINTED or SELECTED ?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Below find sample language for Stakeholder eligibility to run and vote for positions. Where the Stakeholder eligibility for the seat has not been defined, the default eligibility to establish candidacy for the position would be the Neighborhood Council's Stakeholder definition.				
Community Organization Representative Term: # Years	#	Elected	Any Community Interest Stakeholder at least 18 years of age. Community Interest Stakeholder is defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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]
At-Large Representative Term: # Years	#	Selected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b)	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a

			as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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]	substantial and ongoing participation with a community organization that has maintained a physical street address 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]
Renter Representative Board Member Term: # Years	#	Elected	A Stakeholder, who is at least 18 years of age and rents real property located within the boundaries of the Neighborhood Council.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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]
Below find sample language for candidacy and voter eligibility for the optional (1 maximum) Youth Board Seat				
Youth Representative Term: # Years	1	Select One: Appointed or Elected	Any Stakeholder, who is at least 14 years of age and no more than 17 years of age on the day of the election or selection. See Admin. Code § 22.814(c). Stakeholder, is defined in Admin. Code § 22.801.1 as a person who lives, works, owns real property, or is a Community Interest	Any Stakeholder, who is at least 14 years of age. See Admin. Code § 22.814(c). Stakeholder, is defined in Admin. Code § 22.801.1 as a person who lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a

			Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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].	substantial and ongoing participation with a community organization that has maintained a physical street address 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]
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Below find sample language for candidacy and voter eligibility for staggered board seats (elected) when staggered seats are established for the first time- Please pay attention to the term length and the particular seat. The example below reflects the example shared in Article V section IV when staggered seats are first established.

Area 1 Stakeholder Board Member Term: 2 Years	1	Elected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives in Area 1, works in Area 1, owns real property in Area 1, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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 Area 1 of the Neighborhood Council, defined in Article III of the	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives in Area 1, works in Area 1, owns real property in Area 1, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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 Area 1 of the Neighborhood Council, defined in Article III of the
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			bylaws.	bylaws.
Area 2 Stakeholder Board Member Term: 4 Years	1	Elected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives in Area 2, works in Area 2, owns real property in Area 2, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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 Area 2 of the Neighborhood Council, defined in Article III of the bylaws.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives in Area 2, works in Area 2, owns real property in Area 2, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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 Area 2 of the Neighborhood Council, defined in Article III of the bylaws.
At-Large Stakeholder Board Member Seats 1 and 2 Term: 2 Years	2	Elected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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]	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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]

At-Large Stakeholder Board Member Seat 3 Term: 4 Years	1	Elected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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]	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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]
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EXAMPLES OF (PROPOSED) STANDING RULES FOR CANOGA PARK NEIGHBORHOOD COUNCIL

Below are sample standing rules adopted by other Neighborhood Councils in the City of Los Angeles included here to provide examples of rules and topics that could be adopted.

“INTRODUCTION:

The purpose of the Canoga Park Neighborhood Council (CPNC) Standing Rules is to clarify or better define portions of the CPNC Bylaws, and/or Board procedures and processes, and to establish information regarding Board operations that may be of assistance to the Board and to Stakeholders of CPNC.

The Standing Rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaws or required rules or procedures of any relevant governmental entity. If there is a conflict between a provision of the Bylaws or governmental rule or procedure and a Standing Rule, the Bylaws shall govern. Standing Rules may be adopted, amended, or repealed by a majority vote of the Board members present and voting.

The CPNC Standing Rules shall be available for review in their most current version on the CPNC website.

SECTION A: COUNCIL COMMITTEES

(1) Rules for Participation on a Committee:

- (a) The Chair of the Committee shall be a full-voting Council member.**
- (b) A Committee shall be composed of at least three (3) members, including the Committee Chair. The membership of each committee shall be confirmed by vote of the Council. If a vacancy occurs, the Council President may appoint a new member, subject to Council confirmation.**
- (c) Each Committee shall be comprised of Stakeholder(s) and Board Member(s). If necessary, non-Stakeholder(s) with expertise in the Committee’s assignment may become an Advisor to the Committee.**
- (d) A quorum for a Committee shall be one-half the number of Committee members plus one.**
- (e) Attendance requirements: Absence from four consecutive meetings or four meetings during a twelve month period shall be deemed a failure to consistently attend, excluding excused absences, and shall result in removal from the Committee. Committee members shall notify the Chair and/or Secretary of the Committee regarding their inability to attend a meeting via email**

and/or telephone call at least two hours before the scheduled meeting.

(f) Standing Committees may choose to elect a Vice Chair.

(g) Committee agendas shall be set by/with collaboration of the Chair and Secretary of the Committee and may include input from Committee members.

(h) A Committee shall perform tasks or duties only requested by the Board. A Committee shall not represent CPNC in an official capacity to third (3rd) parties without approval from the CPNC Board. (A Committee cannot act independently of the organization per Robert's Rules.)

(2) Responsibility of Committees:

(a) For the consideration of all questions referred by the CPNC Board or the Board Chair.

(b) For the creation of reports and of making recommendations to the CPNC Board for and in the best interest of Stakeholders of the neighborhood council.

(3) Required Meetings

(a) All active Committees must meet a minimum of four times per calendar year. Each Committee Chair is responsible for preparing meeting agendas and meeting minutes.

(b) The Committee Chair is also responsible for having meeting agendas and meeting minutes of all meetings posted on the CPNC website and sending emails to the Committee stakeholder list to provide notice of any upcoming meetings to those stakeholders. Copies of Agendas and Minutes will be sent by email to the Secretary of the Council.

(c) In the case of meetings held jointly by more than one Committee, each Committee Chair shall be credited for having held a meeting. The Committee Chairs shall decide amongst themselves who will prepare and post the meeting agenda and meeting minutes.

(d) If a Committee Chair organizes a community event involving CPNC stakeholders, the Committee Chair shall be credited with having held a "meeting" for the purposes of complying with the CPNC Bylaw requirement to hold at least four meetings per calendar year.

(e) Committee meetings shall be held within CPNC's boundaries in an ADA accessible public location unless the Department permits otherwise. Committee Chairs should strive to hold meetings in locations that do not charge a fee. If a Board member has materials photocopied for a meeting and charges the expense to a CPNC account, they shall inform the Treasurer of the charges by email and shall provide the original receipt for such copy charges to the Treasurer at the next Board meeting.

(4) Committee Procedures:

All Board and Committee meetings shall comply with the following procedures.

(a) If a Committee passes a motion that is intended to be forwarded to the full Board for action, the Committee Chair shall submit the motion to the Council President for consideration to be put on the next Board meeting's agenda. The Committee Chair shall provide a tally of the vote on the motion at the Committee's meeting, and provide appropriate supporting materials (e.g., location map, description of proposed action, event or activity, amount of funding requested) so that the Board's members are provided with information about the motion's specific provisions.

(c) In accordance with the Ralph M. Brown Act, all agendas for regularly scheduled meetings shall be posted at least 72 hours in advance of the meeting and agendas for special meetings shall be posted at least 24 hours prior to the meeting.

(d) All committee agendas must be posted with all supporting material prepared by Board or committee members to be reviewed by the Board or committee at the date and time specified on the agenda. All supporting material must also be posted on www.canogaparknc.org in PDF format, not exceeding 18mb. Any document in excess of 18mb must be separated into PDF files that do not exceed 18mb.

(e) Copies of the agenda and at least one (1) copy of all supporting documents must be publicly available at the Board or committee meeting at a separate table near the entrance to the room.

(f) A sign-in sheet and speaker cards must also be available at all Board and committee meetings at the same location as the agenda and supporting documents.

(g) A Board Officer or committee chair shall announce the availability of such material at the start of each meeting.

(h) All board and committee meetings shall have minutes that must be posted on www.canogaparknc.org within 10 business days following approval of the minutes. Minutes shall be presented for approval at the next regularly scheduled meeting of the Board or committee.

SECTION B: CONSENT CALENDAR

The CPNC Board Agenda(s) shall have a Consent Calendar. Consent Calendar Items are considered to be non- controversial and shall be treated as one Agenda Item. The Consent Calendar shall be enacted with one Motion. There shall be no separate discussion of these items unless the item is removed from the Consent Calendar, in which event that item will be considered on the regular Agenda.

SECTION C: PUBLIC COMMENT.

(1) General Public Comment:

For items not on the Board Agenda. Speaker(s) shall be limited to two (2) minutes to speak on an item. The Chair may extend or limit time due to extenuating circumstances.

(Personal appearance required. Except for virtual meetings, no electronic or proxy statements are allowed.)

(2) Speaking on Agenda Item:

In accordance with the Ralph M. Brown Act, audience members/stakeholders shall be allowed to address the CPNC Board regarding a specific Agenda Item during the time the Item is being considered. Speakers shall be limited to two (2) minutes each. The Chair may extend or limit time due to extenuating circumstances.

(3) Speaker Cards:

The Council and Committees shall request that stakeholders disclose their identities and contact information in the form of a speaker card. Individuals who decline to provide such information shall still be allowed to speak.

SECTION D: VOTING

(1) No vote shall be taken on any Motion or Resolution, including any amendments, until the Chair has stated the final Motion which is before the Board or the Committee. (At the discretion of the Chair, the Recording Secretary may state the final motion.)

(2) Votes shall be cast in person. Proxy voting is not allowed.

(3) Unless it is necessary to recuse him/herself, each Board member (or Committee member) shall take part in voting on all motions by voting Yes, No, or shall formally Abstain. All recusal(s) shall be noted in the record. The tally shall be recorded in the Minutes as to composition of the votes cast.

(4) All abstentions shall be counted as a “yes” vote.

SECTION D: CORRESPONDENCE:

(1) Draft copies of all proposed correspondence sent on behalf of the CPNC shall be provided to each Board Member via email before the meeting during which the correspondence will be voted on. Finalized correspondence will be sent to each Board Member via email, and posted on the Council’s web site. If the correspondence states a position or recommendation of the Neighborhood Council, it shall also state the number of votes cast For, Against, or Abstaining for the position or recommendation.

SECTION E: USE OF CPNC TITLE/POSITION:

- (1) Unless explicitly authorized to do so, all Board members and/or Committee members shall, in public forums, state that their public comments are made as independent individuals and are not to be taken as CPNC positions or policies.
- (2) No Board officer, Stakeholder, or member of CPNC or any of its Committees shall commit the Canoga Park Neighborhood Council to any action without express authority and approval of the Board.
- (3) **Solicitation for Donations**: No Board officer, Stakeholder, or member of CPNC or any of its Committees shall solicit donations of any kind, fashion or in any wise use the name of the Canoga Park Neighborhood Council in such endeavor without express authority of the Board.

SECTION F: SERGEANT-AT-ARMS:

The Chair may appoint a Sergeant-At-Arms to maintain balance and order during Board meetings.

SECTION G: MOTION FOR RECONSIDERATION:

- (a) Before the Board reconsiders any matter, it must approve a Motion for Reconsideration. Said Motion 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 said Motion 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 CPNC 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 (Moving Board Member) that previously voted on the prevailing side of the original action taken by the Board.
- (d) A Board member who voted on the original action (Moving Board Member) may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the Agenda of a meeting that occurs within the allowed, specified periods of time as stated above.
- (e) In order to properly place the Motion for Reconsideration on the Agenda of the subsequent

meeting, the Moving Board Member shall submit a Memorandum to the Recording Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The Memorandum must briefly state the reason(s) for requesting the reconsideration and must provide 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) The Motion for Reconsideration process shall be conducted at all times in accordance with the Brown Act.

SECTION H: PROCEDURE FOR RETURNING CPNC EQUIPMENT/PROPERTY:

After a Board Election: One month after the new Board is certified, CPNC equipment/property such as office keys, Ham Radio equipment, sound equipment, laptop computer, etc., which were purchased by CPNC using City of Los Angeles funds; and, which are recorded in the CPNC equipment inventory and logged out to a Board member or Stakeholder, must be returned per the requirements of the Department of Neighborhood Empowerment. Board members and Stakeholders who do not return such equipment/property shall be referred to the Department of Neighborhood Empowerment (DONE) for further action. The CPNC equipment inventory is maintained by the Treasurer or an appointee of the Board.

SECTION I: ORDER OF PROCESS OF MEETING:

The following procedure shall be administered by the chair or whomever is running the meeting:

1. On any agenda item, a motion shall be made and seconded. Public comment shall follow. The Chair shall declare public comment closed and shall call on the board, starting from their far left, giving each board member 2 minutes each. At the conclusion of a full round of board members, the chair shall ask if there are any follow up questions or comments and begin again at their far left, allowing 1 minute each. Chair shall then close board members comments and shall take the vote.
2. The presiding officer shall impose a stated time limit on any speaker. No Board member may speak a second time on the same issue until all Council members wishing to comment speak until all the members wishing to speak have spoken.
3. The Chair shall address anyone who is engaging in uncivil behavior 3 times:
 1. A preliminary warning,
 2. A second warning advising that as of the next violation they will be asked to leave.
 3. A request for the individual to leave the meeting. Should they refuse to leave, the chair shall declare a recess and call for removal.

SECTION J: PURPOSE OF THE PLUM COMMITTEE

The role of the Planning, Land Use Management (PLUM) Committee is to review planning and land use matters within the boundaries of the CPNC and to make a recommendation to the Board with regard to such matters. This includes advising the Board on positions related to all requests for discretionary agency action, which include, but are not limited to, variances, conditional use permits, zone changes, certification of environmental clearances (including exemptions, mitigated negative declarations and environmental impact reports) and development applications.

Committee Structure (Chair/Vice Chair)

The PLUM Committee shall elect a Vice Chair, who shall chair the PLUM Committee if the Chair is absent or unavailable.

SECTION K VOLUNTARY TASKS:

At a newly elected Board's first meeting or at the start of each calendar year, the President shall ask Board members to volunteer for the following duties: (1) Arranging refreshments at Board meetings, (2) Overseeing posting of items on CPNC's website, (3) Posting of Board meeting agendas on public sites, such as bulletin board, (4) going to CPNC's mail box to pick up, read, and inform other Board members about the mail which CPNC receives. At the first meeting of a newly elected Board or at the start of each calendar year, the Board members who have successfully completed the Department's Treasurer training course and who are eligible to serve as a second signatory on Demand Warrants shall also be identified and approved by the Board.

SECTION L ELIGIBILITY TO ACT AS A BOARD MEMBER:

The Parliamentarian shall maintain a list of Board members and the dates of their Ethics and Funding training completion and shall determine Board members' eligibility to vote at CPNC Board meetings.

SECTION M: ABSENCES:

Circumstances under which the Board may determine the reason for an absence as "excused" will be as follows;

(1) Absences that require advance notice in writing to all board members as noted below;

(2) Business or Work commitment require 48 hours advance notice and examples

are shift changes, new project hours, newly scheduled deadline, client appointment, and other determined similar circumstance. Business or Work DOES NOT include work needed to complete your responsibility to the CPNC (e.g. failing to attend a board meeting when there are actions on the Board agenda in order to plan your committee work will be deemed an invalid circumstance for an absence, regardless of advance notice to the Board.)

(3) Scheduled Vacation – as a courtesy, please notify the Board as soon as scheduled, but no later than five (5) days prior to departure.

(4) Family Obligation – require 5 days notice, and examples are scheduled caretaking, reunions, weddings, “Milestones.”

(5) Scheduled Personal Commitment - require 48 hours advance notice and examples are medical appointments, surgery, jury duty, funerals, baby sitting.

(6) CPNC Obligation assigned by the Board – No advance notice required since absence has been requested by the Board. Examples are scheduled City events, conferences, town halls, hearings, or data gathering from a specific source only available at a time that conflicts with the Board meeting. These circumstances are only valid if the Board has authorized sending the member for such purposes, and would not be valid if the member privately chooses to forego Board responsibilities to attend something the member determines is of more interest.

(7) : Absences that do not require Advance Notice; Medical, Family, Work, Personal emergencies - Do not require prior notification, but the circumstances of the absence should be submitted to the board within five days of the emergency being resolved. Examples are accidents, loss, and sudden illness.

SECTION N: EXECUTIVE BOARD MEETING

No earlier than 6 days, and no later than 4 days prior to the regularly scheduled meeting, there shall be a meeting of the Officers of the Board either in person or virtually whose sole purpose will be to review the draft agenda, review any subsequent agenda submissions, and make additions and deletions as necessary and finalize the agenda. No other Council business shall be discussed at this meeting, nor shall the merits of any particular agenda item be discussed. This meeting shall require at least three Officers of the Board to be in attendance and the presiding Chair of the meeting shall be decided using the following as the order of succession: President, Vice-President, Secretary, Parliamentarian. Once finalized the Agenda shall be immediately submitted to the ENS system and distributed through other required and voluntary outreach outlets.