WESTLAKE NORTH NEIGHBORHOOD COUNCIL BYLAWS

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ARTICLE I NAME

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

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

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

1. To 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 Community 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 our operations including, but not limited to, the process of electing or selecting the Governing Board, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Community 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 boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

1. **North** – The south side of Beverly Blvd from Carondelet Street eastbound, as it becomes 1st Street, to Edgeware Road;

2. **East** – The west side of Bixel Street from 6th Street northbound to Miramar Street; East on Miramar Street to the east property line of the Miguel Contreras Learning Complex; Northbound on the east property line of the Complex to 2nd Street. West on 2nd Street to Edgeware Road;

3. **South** – The north side of 3rd Street from Carondelet Street eastbound to the east side of Alvarado Street. South on Alvarado Street to Maryland Street; East on Maryland Street to Westlake Avenue. North on Westlake Avenue to 3rd Street; East on 3rd Street to Bonnie Brae Street. South on Bonnie Brae Street to Maryland Street; East on Maryland Street to Burlington Avenue. South on Burlington Avenue to 6th Street; East on 6th Street to Bixel Street; and

4. **West** – The east side of Carondelet Street from Beverly Blvd south to 3rd Street.

The boundaries of the Council are set forth on the Map of the Westlake North Neighborhood Council Boundaries, attached as Attachment A.

Section 2: Internal Boundaries: Not applicable.

ARTICLE IV STAKEHOLDER

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

ARTICLE V GOVERNING BOARD

The Governing Board (hereinafter "the Board") shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("Plan").

Section 1: Composition - The Board shall consist of fifteen (15) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

1. **Resident Stakeholder Board Members (3)** – Open to Stakeholders eighteen (18) years of age or older who live within the Council boundaries.

2. **Business Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who work or own a business or business property within the Council boundaries.

3. **Community Organization Stakeholder Board Members (3)** – 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 group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the Council boundaries.

4. **Senior Stakeholder Board Member (1**) – Open to Stakeholders sixty-five (65) years of age or older.

5. **Youth Board Member (2)** – Open to Stakeholders between the ages of sixteen (16) and twenty-five (25). If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.

At-Large Stakeholder Board Members (4) – Open to Stakeholders at least 18 years of age who live, work, or own property in the neighborhood and those who declare a stake in the neighborhood and stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

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").

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

Section 3: Official Actions - A simple majority vote by the Board members present, including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits - Board members shall serve a two (2) year term commencing after being seated. There are no term limits.

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 public 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 –
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 the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority

vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

Section 7: Absences - Any Board Member who misses four (4) regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, optionally, four (4) total Governing Board Meetings during any twelve (12) month 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, 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 Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. The Neighborhood Council will consult with the Office of the City Attorney throughout any censure process.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

1. **Petition by Stakeholders**– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of two hundred and fifty (250) Stakeholders.

    a. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

    b. Removal of the identified Board member requires a majority of the attending Board members.

    c. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

2. **Petition by Board** - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three-fourths (3/4) of current Board Members.

a. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

b. Removal of the identified Board Member requires a majority of the attending Board Members.

c. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

d. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a majority of the attending Board Members.

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

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

The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.

Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following four (4) 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 Recording Secretary and Communications Secretary shall work together to keep the minutes of the Board meetings, keep a log or record of Board meetings and activities, plan and disseminate information regarding the Board meetings, collect and keep record of minutes of Board meetings, maintain Council calendar, provide administrative support to Board officers, and any other duties prescribed and approved by the Board.

d. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

Section 3: Selection of Officers -
Officer positions shall be filled every year at the first official Board meeting following their election or selection in Board election years, and at the subsequent one (1) year anniversary mark of the Officers' election in Board non-election years.

Section 4: Officer Terms - The Officers shall serve one (1) year terms and serve at the pleasure of the Board. They may stand for reelection annually.

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 – The Standing Committees of the Council are:

1) Executive Committee: Comprised of the President, Vice President, Secretary, and Treasurer. The Executive Committee plans and organizes Board meetings, and performs other duties as may be prescribed by the Board.

2) Outreach Committee: Works to expand, broaden and intensify community involvement in the Council, especially among stakeholder groups that may be under-represented in the Voting Membership and on the Board. The Outreach Committee organizes and executes general meetings and special events and develops an on-going outreach plan and effort to ensure the maximum participation by stakeholders.

3) Budget and Finance Committee: Chaired by the Treasurer, the Budget and Finance Committee shall approve the annual budget of the Council.

4) Youth/Education Committee: Co-chaired by the respective representatives; Vets issues regarding youth and educational matters affecting the Council or general stakeholder population.

5) Beautification and Land Use and Planning Committee: The Committee shall be co-chaired by two (2) of the Committee members, as nominated by the Committee and approved by the Governing Board; at least one co-chair must be an Council Board Member. The Land Use and Planning Committee shall review, take public input, report

on, and make recommendations of actions to the Governing Board and general membership on any land use and planning issues such as sector/parcel beautification/improvement and related code enforcement, and overall land use and development and planning aspects affecting the Council community. The committee shall monitor all agendas of the Planning and Land Use Committee of the City Council and keep informed of City Council items for projects or other issues within the boundaries of the Council.

6) Crime prevention/Public safety committee: The committee will be chaired by a stakeholder and will gather information from public safety officers and groups already involved in the type of work, (e.g., Community Police Advisory Board, neighborhood watch, block clubs, etc.) and will facilitate the information being brought to the neighborhood council. They may advocate for the neighborhood council's support or attention to a particular matter.

7) By-laws committee: Responsible for the governance documents of the Council and related compliance issues with Department.

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

Section 3: Committee Creation and Authorization

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

b. **Committee Structure** – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of four (4) or less Board members and may include any interested Stakeholders. If any Stakeholders are named to an Ad Hoc Committee, however, the Ad Hoc Committee must meet in compliance with the Brown Act.

c. **Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

d. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. 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.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

a. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

b. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –
The Executive Committee shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under the this subsection are subject to the rules regarding reconsideration

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

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

a. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also

convene a special meeting within these specified time frames to address a Motion for Reconsideration.

c. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").

d. The Moving Board Member may make the Motion for Reconsideration 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. 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.

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 - All Community Stakeholders aged sixteen (16) and above shall be entitled to vote in the Neighborhood Council Elections. Voters may cast one vote for each board seat they are eligible to vote for based on Attachment B.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status through written self-affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.

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:

Interim Governing Board

A. After certification of the Westlake North NC, an Interim Governing Board will be established. The Interim Governing Board shall consist of three (3) members from the stakeholders of the Forming Committee See Attachment C: Westlake North NC Interim Board and Contact Information.

The authority of the Interim Governing Board shall be limited to:

I. Meet, plan and carry out the selection process of the initial Governing Board.
II. Conduct outreach for the selection of the initial Governing Board.
III. Make any necessary changes pertaining to the selection process.
IV. Address any issues that arise from the selection process.
V. Conduct and coordinate the meetings of the neighborhood council in compliance with the Brown Act.
VI. Fill any vacancies occurring on the Interim Board by majority vote.

The Interim Board will require a quorum of two *(2)* to discuss and take action on matters. Action shall be taken by a simple majority of members at the meeting. At such time when a permanent Governing Board is selected, the Interim Governing Board will cease to exist.

B. Selection and Election of the Governing Board

I. After the initial selection of the permanent Governing Board, the Westlake North NC will conduct its elections in accordance with the rules and regulations established by the City Clerk.
II. The Westlake North NC interim board will conduct its initial selection of its initial Governing Board as follows:

a. Selection Process - In order to have an open, transparent, and fair selection process, the Westlake North NC shall use a town hall style selection process for their permanent Governing Board. The Interim Board will appoint a neutral third party (NTP), who is not a member of the Interim Board and who shall not participate in the vote, to conduct the Town Hall. All candidate applications shall be given to the NTP by the Interim Board no more than two (2) days after the Application deadline. The NTP shall have ten (10) days after the application deadline to verify all candidates' qualifications. Candidates need not be present at the Town Hall. At the Town Hall, each qualified candidate shall have two (2) minutes to make a statement and two (2) minutes to answer any questions. The candidates shall speak in alphabetical order of their last names. The NTP shall ensure an equal amount of time is allocated for each candidate. After all the candidates have made their statements and answered any questions, the NTP shall take the vote for each candidate. Each stakeholder (including the candidates) present may vote for. the seats they are eligible to vote for based on Attachment B. Votes shall be counted openly by the NTP of the voters' show of hands. The NTP shall note the number of votes on a tally sheet of all the candidates' names. The fifteen (15) candidates with the most votes shall be selected as the initial Governing Board and may immediately be seated. The NTP has the discretion to enact any procedures necessary to conduct the selection process so long as the procedures do not conflict with the bylaws.

b. Voter Age – Voter age is sixteen (16) years of age and older.

c. Tie Breakers - If two (2) candidates receive the same number of votes, a coin toss by the NTP shall determine the winner. If three (3) or more candidates receive the same number of votes, the tie will be resolved by placing ten (10) white marbles and one (1) black marble into a bag. The tied candidates will be asked to pull marbles out of the bag. Candidates will be asked to pull marbles according to the alphabetical order of their last name. The candidate who pulls the black marble from the bag will be named the winner. Tie breakers will take place at the town hall by the NTP following the vote.

d. Date of Town Hall - The date of the town hall shall be no later than ninety (90) days after the date of the Westlake North NC certification. The Interim Governing Board shall reserve a town hall location within the Westlake North NC boundaries, which is compliant under the Americans with Disability Act.

e. Outreach for Candidates - The Interim Governing Board shall post a flyer to request candidates for the permanent Westlake North NC Governing Board at a minimum of five (5) locations within the boundaries of the Westlake North NC area for a period of no less than thirty (30) days. The Interim Governing Board will conduct outreach throughout the Westlake North NC boundaries for candidates during the candidate application period. The flyer shall state the Board seats available, the requirements of the candidates for the seats, the application process, the deadline for applications, the selection date and location and contact information for questions and/or to obtain the application.

f. Candidate Application - Candidates may apply on an application developed by the Interim Governing Board, which, at a minimum, will require the applicant's name, address, age verification, contact information, how they qualify for the Westlake

North NC Board and a candidate statement. The application should note that the information on the application is public information. The Interim Governing Board shall designate member(s) who will receive the applications. These members shall send a written acknowledgement and/or via email to the candidates within one (1) day after receiving the application. This acknowledgment shall include the date of the town hall, the selection process, general candidate outreach information and any other procedures necessary for the town hall. The Interim Governing Board shall provide the same information and shall provide the same filing period to all candidates. Within two (2) days of the candidate application deadline, all candidate applications shall be given to the NTP. The NTP shall have ten (10) days after the candidate application deadline to determine which candidates are qualified for the Westlake North NC Board.

g. Town Hall Outreach - Within twenty (20) days of the town hall, information about the town hall selection process and the candidates shall be on the Westlake North NC posting locations. The Interim Governing Board and candidates will conduct outreach throughout the Westlake North NC boundaries about the town hall to encourage stakeholders to participate in the selection of the permanent Board.

h. Vacancies- In the case of Board seats remaining unfilled at the end of the selection process, the selected Board members shall fill the vacancies pursuant to the vacancy clause. If the selected Board comprise of less than a quorum of the Board, then the Board shall follow the Loss of Quorum policy enacted by the Board of Neighborhood Commissioners.

i. The initial board, once selected, shall have all rights of the governing board under these bylaws. Board members selected to the initial board shall serve a 2 year term or until the next City Clerk conducted election.

ARTICLE XI GRIEVANCE PROCESS

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

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

C. Within two (2) weeks of the panel's selection, the Secretary shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to

Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the:

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.

ARTICLE XIII AMENDMENTS

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 regular Council meeting.

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

D. An amendment to these bylaws requires a two-thirds (2/3) 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. Once approved, any changes in the Bylaws shall become effective immediately.

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.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Governing Board as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as "the Plan"), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq*.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

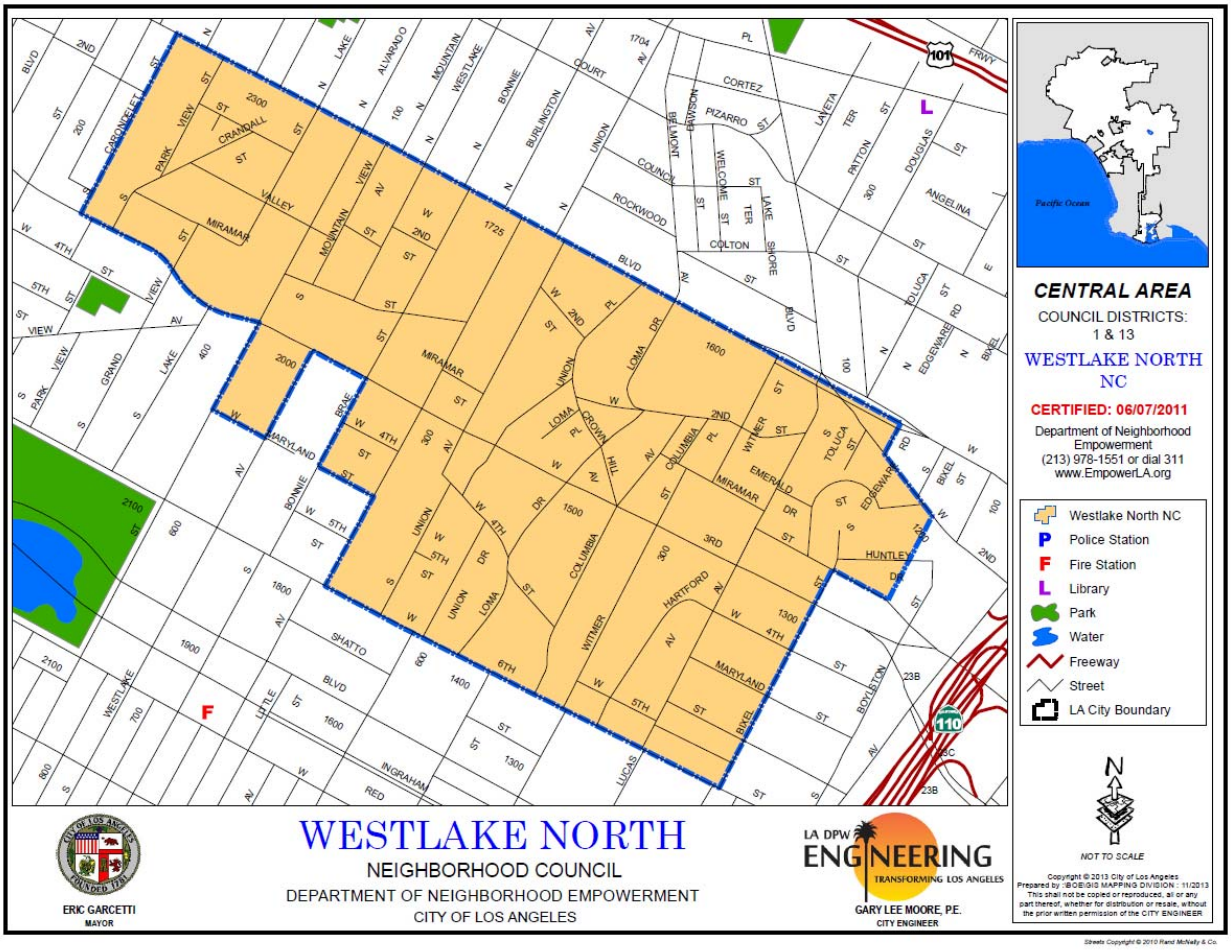
Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their

Council voting rights.

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

ATTACHMENT A – Westlake North Neighborhood Council Boundaries Map



ATTACHMENT B

Composition of the Westlake North Neighborhood Council Governing Board

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
1. Resident (3 seats total)	Elected	Open to Stakeholders 18 years of age or older who live within the Council boundaries.	Stakeholders 16 years of age and above who live, work, or own property in the neighborhood.
2. Business (2 seats total)	Elected	Open to Stakeholders 18 years of age or older who work or own a business or business property within the Council boundaries.	Stakeholders 16 years of age and above who live, work, or own property in the neighborhood.
3. Community-Based Organizations (3 seats total)	Elected	Open to Stakeholders 18 years of age or older who participate in a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the Council boundaries.	Stakeholders 16 years of age and above who live, work, or own property in the neighborhood.
4. Senior (1 seat total)	Elected	Open to Stakeholders 65 years of age or older.	Stakeholders 16 years of age and above who live, work, or own property in the neighborhood.
5. Youth (2 seats total)	Elected	Open to Stakeholders between the ages of 16 and 25.	Stakeholders 16 years of age and above who live, work, or own property in the neighborhood.
6. At large (4 seats total)	Elected	Open to Stakeholders at least 18 years of age.	Stakeholders 16 years of age.