

Bylaws of the
OLYMPIC PARK NEIGHBORHOOD COUNCIL
City of Los Angeles

APPROVED
DEC. 21, 2009

ARTICLE I – NAME

Upon certification, the name of the neighborhood council shall be the Olympic Park Neighborhood Council (OPNC), an official advisory council that is hereby a part of the Los Angeles Citywide System of Neighborhood Councils.

ARTICLE II – PURPOSE, MISSION and POLICY

Section One. The purpose of the Olympic Park Neighborhood Council (OPNC) shall be as follows:

1. To participate as an advisory body on issues of concern to our neighborhood council and in the governance of the City of Los Angeles.
2. To promote OPNC stakeholder participation in community governance, decision making, and the utilization of private and public services available to the neighborhood council area.
3. To interact with City departments and other governmental agencies to monitor activities in the community to promote effectiveness, accountability, and timeliness in response to the concerns of community members.
4. To make recommendations to the City of Los Angeles and other governmental agencies on issues of land use, economic development, and quality of life. To make suggestions for improving the delivery of City services.
5. To serve as an advocate on behalf of the community to private and public agencies on issues where there is broad community support.
6. To promote community participation throughout the OPNC area and the broader community of Los Angeles.

Section Two. The Mission of the council is as follows:

1. To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this neighborhood council, the delivery of City services to this neighborhood council, and on matters of a citywide nature;

2. To advise the City of Los Angeles on issues concerning City governance, the needs of this neighborhood council, the delivery of City services to this neighborhood council, and on matters of a citywide nature.

Section Three. The Policy of this neighborhood council shall be as follows:

1. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this neighborhood council.
2. To provide maximum opportunities for stakeholders to participate in the decision-making process by using the Early Notification System. This Early Notification System will inform stakeholders of matters involving the City of Los Angeles and our community.
3. To encourage all Community Stakeholders to participate in all activities of this neighborhood council.
4. 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, or political affiliation.
5. To have fair, open, and transparent procedures for the conduct of our neighborhood council business.
6. To conduct meetings in accordance with the Brown Act, these Bylaws, and the Standing Rules of Conduct adopted by the sitting Board of Directors. Where the Board of Directors has not adopted Standing Rules of Conduct for meetings, the Board shall follow Robert's Rules of Order.
 - A. To communicate with all OPNC stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner, consistent with Department of Neighborhood Empowerment (DONE) guidelines. The following will be observed: Notice of all meeting agendas of the OPNC, in addition to being posted at the public posting locations listed in the Application for Certification or subsequently stated in Standing Rules of Conduct adopted by the Board of Directors, shall be given in such manner as the Board of Directors may prescribe, but in no event, other than for special meetings, less than 72 hours prior to the meeting.
 - B. The Outreach Committee, as per Article VII of these bylaws, will oversee periodic outreach efforts to solicit new membership using such methods as flyers, e-mail to existing organizations and an OPNC database, door-to-door canvassing, advertisement in local periodicals (printed and electronic), posting in public places, information booths at community events, and/or other methods identified by the committee or stakeholders and deemed to be timely and effective.

ARTICLE III – DEFINITIONS

1. “Board” shall mean a governing body within the meaning of that term as set forth in the “Plan for Citywide System of Neighborhood Councils” (hereinafter referred to as “The Plan”) also known here as the Board of Directors.
2. “Council” shall mean the Olympic Park Neighborhood Council (OPNC).
3. “Council meeting” shall mean a meeting of the Board of Directors.
4. “President” shall mean the presiding officer of the Board of Directors.
5. “Vice President” shall mean following the President as second-in-charge at meetings of the Board of Directors.
6. “Treasurer” shall mean a member of the Board of Directors also charged with the responsibility of establishing an accounting system for the Council. The Treasurer will also maintain the records of the Council’s finances and book of account, and prepare any financial reports for the Department of Neighborhood Empowerment pursuant to The Plan for Citywide System of Neighborhood Councils.
7. “Secretary” shall mean a person selected by the Board to keep minutes of all Board meetings. Anyone holding this position shall at the same time serve on the Board.
8. Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work, or own property in the neighborhood and also to those who declare a stake in the neighborhood and affirm the factual basis for it.
 - A. Method for 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.
 - B. Declaring a Stake in the Neighborhood Council in Districts Based on Participation/Membership in an Organization, Group or Place of Worship
Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the physical address for the organization or place of worship shall be used to establish the district Stakeholder status.
 - C. Minimum Voting Age
All Stakeholders aged 16 years old and above shall be entitled to vote in the Neighborhood Council Elections.
9. “Membership” shall mean, and is synonymous with, Community Stakeholder.

10. "Area" shall mean the geographic area, as set forth in Article V.
11. "Official Action" shall occur when the Board, approves, fails to approve, or disapproves by vote any resolutions, positions, or decisions with respect to an item on its agenda which becomes the official or representative voice on said item for the Olympic Park Neighborhood Council.

ARTICLE IV – MEMBERSHIP/COMMUNITY STAKEHOLDER

Membership in this Neighborhood Council is open to all Community Stakeholders, as defined in Article III. All stakeholders 16 years and above shall be eligible to vote in elections for the Board, as delineated in Article III.

ARTICLE V – NEIGHBORHOOD COUNCIL BOUNDARY AREA

The Olympic Park Neighborhood Council includes a geographic area that has a minimum of 20,000 residents.

The boundaries are described as follows:

North: Olympic Boulevard (south side of the street) between La Brea Avenue and Western Avenue; Western Avenue (the west side of the street) between Olympic Boulevard and 11th Street; and 11th Street (south side of the street) between Western Avenue and Normandie Avenue.

South: Pico Boulevard (north side of the street) between Normandie Avenue and Highland Avenue; Venice Boulevard (from Highland Avenue to La Brea Avenue).

East: Normandie Avenue (west side of the street) between 11th Street and Pico Boulevard; west side of Highland Avenue between Pico Boulevard and Venice Boulevard.

West: La Brea Avenue (east side of the street) between Olympic Boulevard and Venice Boulevard.

ARTICLE VI – BOARD OF DIRECTORS

Section One. Board of Directors

There shall be nineteen (19) Community Stakeholders on the Board of Directors. All committees, subcommittees and/or ad hoc committees shall be made up of members and

stakeholders who are elected, selected, or appointed in a manner to be determined by the Board. The Board of the Olympic Park Neighborhood Council shall be made up of:

- 12 Area Representatives – stakeholders who live, work, and own property, and anyone who participates in community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith based groups and associations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code-watch, neighborhood watch, police advisory boards groups, and/or redevelopment action boards within the council boundary area, as defined in Article V of these bylaws.
- The 12 Area Representative positions will be divided such that 6 seats represent the population in the eastern portion of the Neighborhood Council District, and 6 seats represent the population in the western half, with the stipulation that both area populations are to be equal. At this time Crenshaw Boulevard is set as the midpoint of the Council boundaries when determining east/west service areas for the Representative seats.
- 1 Youth Representative (age 13 to 17 years old, middle school, high school, and college students) – an at-large representative who will abstain from voting on contracts and/or expenditure of funds.
- 1 Senior Citizen – an at-large representative, defined as 60 years or older.
- 2 Community-Based Organization Representatives – each an at-large representative including but not limited to neighborhood associations, non-profit public benefit/mutual benefit organizations.
- 2 School Community Representatives – each an at-large representative, including but not limited to public, private and charter schools (including certificated and non-certificated faculty, administration, and staff)
- 1 At-large Representative
 1. Any Board member under the age of 18 will not participate in decision-making votes related to entering into contracts or expenditures of OPNC. In these instances, any Board member under the age of 18 will abstain from voting.
 2. No single community stakeholder group shall comprise a majority of the Olympic Park Neighborhood Council’s governing body, unless extenuating circumstances warrant that change and are approved by the City of Los Angeles, Department of Neighborhood Empowerment (DONE).

ARTICLE VII – ELECTION OF THE BOARD OF DIRECTORS

Section One. Election.

1. General Election Provisions – Elections shall be conducted every two years in even-numbered years and shall be administered by the City Clerk of the City of Los Angeles beginning on June of 2010. The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the City Clerk shall take precedence over any inconsistent language in these bylaws.
2. Term – The term for each currently elected Board member shall be extended through the certification of election results or the resolution of all official challenges for the 2010 Neighborhood Council Election, whichever date is later. There are no term limits. Beginning with the City Clerk-conducted election held in June 2010, a Board member's term shall be for the duration of two years or until a successor is elected or appointed.
3. During each Board member's term, he or she must maintain the designation and status by which that member was elected to the Board.
4. Qualifications – Must be a current stakeholder in the Olympic Park Neighborhood Council area as defined in article III, and meeting the age requirement of 16 or above.
5. Voting - The OPNC Board of Directors elections shall be by ballot. Each stakeholder shall be entitled to cast one vote for each at-large Board position and for the 12 representatives, according to the process and guidelines established by the Rules and Elections Committee. If more candidates are running for a position on the Board than there are openings, a plurality shall be sufficient to elect. A candidate cannot run for more than one position on the Board at a time. No voting by proxy is allowed.
6. Election Challenges – In the event the OPNC Election is challenged by any party, the current seated Board shall remain in power until the challenge has been settled. This will insure that any business that might come before the Board will be addressed and/or acted upon. Upon receiving notice that the challenge has been settled, the newly elected Board shall come to power and carry on the work and the business of this Neighborhood Council.

Section Two. Officers and Duties. The Board shall include these officer positions: President, Vice-President, Secretary, and Treasurer. The OPNC Board will elect its officers by majority vote at the first Board meeting following the election of the OPNC Board.

1. President - shall set the agenda with approval of the Executive Committee and preside at all meetings; represent the council when necessary at civic and social events; may create committees and appoint committee chairs.

2. Vice-President - shall perform the duties of the President during the absence or inability of the President to act, or when requested to do so by the President.
3. Secretary – The Secretary or his/her designee shall prepare and maintain full and correct records of all meetings of the members and of the Council. The Secretary shall give or cause to be given, in the manner prescribed in these bylaws, proper notice of all meetings of the Council and shall perform such other duties as may be directed by resolution of the Board. An Alternate Secretary to the Board may also be selected or appointed by the Board to serve in the absence of the primary Secretary to take minutes at Board and/or Committee meetings, as needed. The Alternate Secretary, if not a Board member, shall not have voting rights. The Secretary and Alternate Secretary may be removed and replaced by rules established by the Board.
4. Treasurer - shall be charged with the responsibilities of establishing an accounting system for the Council, maintaining the records of the Council's finances and book of accounts, abiding by General Accepted Accounting Principals (GAAP), and preparing any financial reports for the Department of Neighborhood Empowerment pursuant to The Plan for a Citywide System of Neighborhood Councils, and set forth in Article XI of these Bylaws.

Section Three. Outreach.

The Board of Directors shall direct that a system of outreach be instituted to find and obtain nominees for subsequent election to the Board of Directors. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth a reasonable effort to inform and give every Stakeholder desiring to participate on the Board of Directors an opportunity to become a Board Member. To that end, a period of at least sixty (60) days prior to any election shall be given to prospective Board members for purposes of soliciting Stakeholder support. After certification of election results, the initial selection/election of Board Members, including President, Vice-President, and Treasurer, shall be by open election and shall be held and coordinated with the assistance of the Department of Neighborhood Empowerment.

Section Four. Committees.

The President shall create a system for the election, selection, or appointment of Stakeholders to committees, sub-committees, and/or ad-hoc committees, as the need arises. Committees serve at the discretion of the President, who has the right to adjust committee member rosters, remove, and replace Committee Chairpersons as needed to see that the mission of this Neighborhood Council is met. The Olympic Park Neighborhood Council Board of Directors shall establish the following standing committees:

1. Outreach Committee – Chaired by the Vice-President of the Board. Develops an on-going outreach plan and effort to insure the maximum participation by OPNC stakeholders. Implements the stakeholder communication and outreach policy as stipulated in Article II of these bylaws.

2. Budget, Finance, and Fundraising Committee - Chaired by the Treasurer, who oversees and administers all OPNC financial matters, including a system of financial accountability as required and approved by DONE.
3. Executive Committee - Consists of the Executive Officers. Chaired by the President of the Board. Approves agendas proposed by the President for Board meetings. Recommends actions to the Board of Directors.
4. Rules and Elections Committee - Oversees enforcement of the rules and Bylaws of the Council. Initiates amendment process to the OPNC Bylaws. Proposes and enforces standing rules as necessary with the approval of the Board. Establishes a Nominations Subcommittee as necessary. Informs the voting members of all election rules and procedures, and reports at OPNC general meetings on any changes to these that it has adopted. Some of the duties of this committee may change when the City Clerk assumes oversight of the election process in June 2010.
5. Zoning, Land Use, Development and Planning Committee - Shall review, take public input, report on, and make recommendations of actions to the Board of Directors and membership on any zoning, land use, development, and planning issues affecting the Olympic Park Neighborhood Council.
6. Committees - Other standing or ad hoc Committees may be established as deemed appropriate by the Board of Directors to carry on the work of the OPNC.

Committees may be chaired by and may include any OPNC stakeholder. OPNC stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee Chairperson and inquiring about opportunities to participate. Other than the Executive Committee, the size and composition of each Committee, beyond what is specified in these bylaws, is left to the discretion of each Committee and its Chairperson, and must be consistent with The Plan for citywide neighborhood councils.

Section Five. Vacancy on the Board. A vacancy on the Board of Directors shall be filled by the following procedure:

1. Any Stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application to the Secretary.
2. The Secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.
3. If only one Stakeholder has made application for a vacant seat, then a vote of the Board shall be taken and the applicant will be installed by majority vote of the Board. If more than one Stakeholder has made application for an empty seat, then an open and fair vote shall be taken at the next regular meeting by all Stakeholders present. When a vacant

seat is filled by the aforementioned process, that seat shall be filled only until the next general election is held to fill all seats on the Board of Directors. In no event shall a vacant seat be filled where the election to fill all seats on the Board of Directors is scheduled to be held within sixty (60) days from the date the applicant (stakeholder proposing to fill the vacancy) tenders a written application to the Secretary.

Section Six. Removal of Board Member.

A. Reasons for Removal - Board Members may be removed or replaced for the following reasons:

1. Absences. A Board Member shall be permitted a maximum number of four (4) absences at general meetings per "Council Year" (for purposes of this provision a "Council Year" begins with the first scheduled Council meeting following the Board Member's election or appointment and continuing for the next eleven months thereafter). Upon occurrence of the fifth (5th) absence, the Board Member may be removed from the Council. An absence is valid regardless of the reason for the absence and even if a meeting is not held because there was no quorum. The Board shall provide written notice to the Board Member who reaches four absences stating that the next absence may result in the removal of the Board Member. Written notice can be by email or by first class registered mail to the Board Member's last known address.
2. Change or Loss of Stakeholder Status. A Board Member who is no longer a Stakeholder in the capacity for which they were elected or appointed, as defined in Article VII, shall be automatically removed as a Board Member. It is the responsibility of each Board Member to notify the President of any change of stakeholder status within 30 days of such change.
3. Unlawful behavior. A Board Member may be removed for any and all behavior in violation of federal, state, or local laws, including, but not limited to:
 - a. Embezzlement of Neighborhood Council funds.
 - b. Misappropriation of Neighborhood Council funds.
 - c. Buying or selling votes in Board Member elections.
 - d. Making or soliciting bribes for votes on particular issues.
4. Violation of Bylaws and Standing Rules. A Board Member may be removed for violating the Neighborhood Council's Bylaws or Standing Rules.
5. Removal by Neighborhood Council Action. A Board Member may be removed by the submission of a written petition which 1) identifies the Board Member to be removed, 2) describes in detail the reason for removal, and 3) includes the signatures of 100

Stakeholders from the geographic area represented by the Board Member.

- B. Removal Procedures. Once a reason for removal of a Board Member has been determined, the Neighborhood Council shall satisfy the following removal procedures:
1. *Meeting.* Removal of a Board Member shall be heard at a regular or special meeting. The proposed removal will be placed on the agenda for a hearing by the Board at the earliest regular Neighborhood Council meeting. If the next regular Neighborhood Council meeting is more than thirty days away, then a special meeting may be called no sooner than fifteen days in order to give notice to the Board Member. The proposed removal will be placed on the agenda for a hearing by the Neighborhood Council at the special meeting.
 2. *Notice.* The Board Member shall be given written notice of the proposed removal and the reasons for the proposed removal. Notice shall be sent by email or by first class registered mail to the Board Member's last known address a minimum of fourteen days prior the Neighborhood Council meeting hearing the proposed removal.
 3. *Opportunity to be Heard.* The Board Member shall be given an opportunity to be heard, either orally or in writing. The hearing shall be held, or the written statement considered, at the Neighborhood Council meeting hearing the proposed removal.
 4. *Decision.* The Board shall decide whether or not the Board Member should be removed. Any removal of a Board Member pursuant to this subsection shall require an affirmative vote of two-thirds (2/3) of the Board Members present and voting. The Board member being considered for removal shall not take part in the removal vote. If the vote for removal is affirmative, then the position shall be determined vacant.
- C. Reinstatement. The Board Member may seek reinstatement through the grievance procedure provided in Article XI.
- D. Counsel. The Neighborhood Council may consult with its legal counsel, the Offices of the City Attorney, throughout this removal process.

ARTICLE VIII – MEETINGS

All Olympic Park Neighborhood Council (OPNC) meetings, as defined by the Ralph M. Brown Act, shall be noticed and conducted in accordance with the Act.

1. Meetings of the Board of Directors shall be held at least once per quarter.
2. The location for meetings of the Board of Directors will be determined by the Board. The location for meetings thereafter may change from time to time due to changes in

location/space availability, and will be changed according to the Standing Rules of the Olympic Park Neighborhood Council. Meetings will be noticed on agendas pursuant to the Brown Act. Board Rules developed and adopted by a majority vote of the Board at the initial meeting can be changed or modified by the Board according to those rules.

3. Notification of all meetings shall be in compliance with the Ralph M. Brown Act and will include, at a minimum, posting at our pre-determined posting locations. OPNC information may be published in local periodicals (print and electronic) which are tailored to reach the largest number of identifiable stakeholders in the Area.
4. The Board shall take Official Action by a majority vote of the total number of Board members present. A majority vote on any matter on the Board's agenda cannot be made unless a quorum exists. A quorum of the Board shall consist of a minimum of ten (10) Board members present. There shall be no proxy voting.
5. The Olympic Park Neighborhood Council shall abide by all applicable federal, state and city laws, these bylaws, and the OPNC Standing Rules.
6. All meetings, including but not limited to any and all general public meetings, committee meetings, subcommittees and/or ad hoc committees, shall be governed by written rules adopted by the Board of Directors for conduct of meetings, or by Robert's Rules of Order, where no Board rules apply. The Board Rules that have been formally adopted and set forth in writing shall, unless contrary to federal or state law, take precedent where there is a conflict with Robert's Rules of Order.
7. The Board may reconsider or amend its actions through the following Motion for Reconsideration process:
 - A. The Board's approval of a Motion for Reconsideration must occur within the following specific periods of time: The Motion for Reconsideration must be approved either:
 - (1) during the same meeting where the Board initially acted; or
 - (2) during the Board's next regularly scheduled meeting that followed the meeting where the action subject to reconsideration occurred.

These specified time frames do not prevent the Neighborhood Council from convening any special meetings within the specified time frames to address a Motion for Reconsideration.

- B. 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 in the affirmative that an action should be reconsidered, the Board then 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.

C. The Motion for Reconsideration shall only be proposed 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"). The Moving Board Member may make the Motion for Reconsideration by either:

(1) an oral motion that is made during the same meeting where the action that is the subject of reconsideration occurred, or

(2) 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.

D. If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, then the Motion for Reconsideration must be on that subsequent meeting's agenda. The Moving Board Member places a Motion for Reconsideration on the agenda by submitting a memorandum to the Secretary at least two days in advance of the deadline for posting notices for the meeting. The Moving Board Member's memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with the language necessary to complete the information that must be stated in the agenda. The language that must be stated in the agenda is an adequate description of the following:

(1) Motion for Reconsideration and its description of the item that is to be re-heard; and

(2) A proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

E. When the Motion for Reconsideration is brought before the board for consideration, then that motion may be seconded during the public hearing by any member of the Board.

F. This reconsideration process shall be conducted at all times in accordance with the Brown Act, including that:

(1) any discussion on the issue remain within permissible discussion parameters;

(2) that any decision is made during the public hearing; and that

(3) if the Motion for Reconsideration is considered at a subsequent meeting to

the meeting where the act that is the subject of reconsideration occurred, then the Motion for Reconsideration is properly listed on that meeting's agenda.

ARTICLE IX – AMENDING BYLAWS

The Board or any stakeholder(s) may propose amendments, changes, additions or deletions to these Bylaws during the public comment period of a regular meeting of the Board of Directors. A proposal to amend these bylaws, however, must then be formalized in writing and then lodged with the Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion and action will take place at the subsequent meeting of the Board of Directors.

A recommendation for amendment or adjustment of these bylaws must be made by a two-thirds (2/3) vote of the entire number of the Board of Directors. Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, a Notice of Proposed Adjustment of Bylaws shall be submitted to the Department of Neighborhood Empowerment along with a copy of the existing Bylaws for review and approval by the Department all in accordance with Article V(3) of The Plan.

All amendments to the Bylaws are subject to the approval of the City of Los Angeles, Department of Neighborhood Empowerment (DONE). No amendment to the Bylaws is effective until approved by DONE.

ARTICLE X – FINANCIAL ACCOUNTABILITY

Section One. Budget, Finance, and Fundraising Committee.

The Budget, Finance, and Fundraising Committee of the Olympic Park Neighborhood Council shall consist of a minimum of the Treasurer and two Board of Directors members, nominated and approved by the Board. The Committee shall assist the President and the Board of Directors in the administration of the financial policy and oversight of funds, the receipt and dispersal of said funds, and the accounting of same funds as applicable.

The Olympic Park Neighborhood Council agrees to comply with all financial accountability requirements as specified by city ordinance and in the Plan as stated in the city's certification application. The OPNC further agrees to comply with all financial reporting requirements as prescribed by the Department of Neighborhood Empowerment.

The Treasurer of the OPNC shall report at regular Board of Directors meetings the condition of the finances of the OPNC; shall prepare and submit to the President a budget recommendation in a timely and reasonable fashion; and shall act as the Primary Authorized Signatory for all monies dispersed in the name of the OPNC.

The duties of the remaining Committee members shall be to assist the Treasurer by fulfilling their appointed duties; act as an Authorized Signatory for the dispersal of OPNC monies in the

absence of the Treasurer; and upon approval of the Board of Directors, serve as the Interim Treasurer if the Treasurer becomes unable to fulfill his/her responsibilities to the OPNC.

Section Two. Accounting.

The Olympic Park Neighborhood Council and its Budget, Finance, and Fundraising Committee shall adopt the Generally Accepted Accounting Principals (GAAP) as set forth by the American Institute of Certified Public Accountants. The accounting system shall be maintained by the Treasurer and shall include at a minimum: a balance sheet, a revenue sheet, and expense sheet, and a monthly statement. The Treasurer shall be responsible for the preparation and submission of the following regular statements, which shall be in compliance with The Plan and other DONE requirements: a verbal summary report to the Board of Directors at regularly scheduled meetings on the financial state of accounts; a written quarterly financial statement to the Board of Directors; and a Board of Directors-approved financial report to DONE, at least once but not more than twice annually.

1. Bookkeeping and Books of Account. The Treasurer shall set up and maintain an appropriate bookkeeping system, with documents to be used for the purposes of accounting and financial control to be available for review by the Chief Accounting Employee of the Department of Neighborhood Empowerment. Such system shall, at a minimum, include separately maintained books of account for Cash Receipts and Disbursement Ledgers, which will show the beginning fund balance, kinds and amounts of expenses paid from day to day, and the running balance of each fund. Each type of fund(s) and/or account(s) shall be duly accounted for under separate ledgers. All such bookkeeping records shall be maintained at the designated offices of the OPNC. All books of account and financial statements and reports shall be open to public inspection, by appointment with the Treasurer.

Section Three. Budget and Appropriations.

1. Annual Budget. An annual budget covering January 1st through December 31st shall be submitted to OPNC Board of Directors by the President by the second-to-the-last regularly scheduled Board of Directors meeting before the end of the currently budgeted year. Such budget proposal shall be in a standardized format as approved by the Board of Directors.
2. Appropriation of Funds. Appropriations of monies shall be made by a duly adopted resolution of the Board of Directors. No appropriations shall be made without first referring the proposed appropriations to the Finance Committee for a report. The adopted resolution must state the amount to be expended or disbursed, which may be expressed as a “not to exceed” amount, and the payee. The President shall direct all allocations of funds to the Treasurer, in written form.
3. Petty Cash. The Board of Directors shall authorize the establishment of a petty cash fund account(s) to be maintained by the Treasurer in an amount not to exceed \$300.00. Such

funds may be replenished up to its maximum allowable limit once every quarter. A Petty Cash Voucher, in a standard form approved by the President, shall support all disbursements from the Petty Cash Fund.

ARTICLE XI – GRIEVANCE PROCEDURE

Any grievance by a Stakeholder must be submitted in writing to the Board of Directors. The Board of Directors shall then refer the matter to an ad-hoc grievance panel comprised of five (5) Stakeholders who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved. This meeting will be posted in accordance with the Ralph M. Brown Act. Thereafter, a panel member shall promptly 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 any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act. This 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 aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws, or its failure to comply with the City's Charter, The Plan, local ordinances, and/or State and Federal Laws. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department of Neighborhood Empowerment for consideration or dispute resolution in accordance with The Plan.

ARTICLE XII – ETHICS

The Council, its representatives, and all Stakeholders will endeavor to conduct Council business in a professional and respectful manner. The Council is committed to developing a system whereby pertinent information will be transmitted or made available to Stakeholders in a timely manner through the City's Early Notification System. The Council, its representatives, and all Stakeholders will refrain from violating Board Rules and shall abide by The Plan and all City, County, State, and/or Federal laws that apply.