

NORTH HILLS WEST
Neighborhood Council BYLAWS

Approved July 31, 2020



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ARTICLE I NAME

The name of this Neighborhood Council shall be the North Hills West Neighborhood Council ("NHWNC").

ARTICLE II PURPOSE

Principles of Governance -The purpose of the NHWNC is to participate as a body on issues concerning our neighborhood, to promote more stakeholder participation in government, and provide a strong influence to the City of Los Angeles ("City") in a transparent, inclusive, collaborative, and accountable manner.

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

1. To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this community, the delivery of City services to this neighborhood and on matters of a Citywide nature;
2. To advise the City on issues concerning City governance, the needs of the NHWNC, the delivery of City services to the NHWNC area, and other matters of a citywide nature;
3. To communicate the needs of the Stakeholders to the City;
4. To notify stakeholders of pending issues that may affect them.

B. The **POLICY** of the NHWNC 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 NHWNC;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations related to the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To promote the use of the Early Notification System (ENS) to inform the NHWNC 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 the activities of the NHWNC;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, gender identity, gender presentation, 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 NHWNC

business.

ARTICLE III BOUNDARIES

The NHWNC covers the geographic area described below.

Section 1: Boundary Description - The boundaries abut the boundaries of adjacent NHWNCs and include those areas of the City within the following lines of demarcation:

North Boundary: South Side of Lassen Street;

East Boundary: West Side of the 405 freeway;

South Boundary: North Side of Roscoe Blvd; and

West Boundary: East Side of Woodley Avenue between Lassen Street and Plummer Street, West on Plummer Street to Bull Creek then South on Bull Creek to Roscoe Boulevard

The boundaries of the NHWNC are set forth in Attachment A - Map of the North Hills West Neighborhood Council Boundaries.

ARTICLE IV STAKEHOLDER

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

Section 1: Composition - The Board shall consist of thirteen (13) Stakeholders elected by their peers (Stakeholders) and/or selected or appointed by the Board. The NHWNC values the diversity of its Stakeholders. This diversity shall be reflected in the election, selection and appointment process. The composition of the Board shall be as follows:

- A. **Residential Stakeholder Board Members (7)** - Open to Stakeholders eighteen (18) years of age or older who live in a residence, either as a homeowner or a renter, within the boundaries of the NHWNC and must provide proof of residency.

- B. **General Stakeholder Board Members** (5) - Open to Stakeholders eighteen (18) years of age or older who own a business or property, or work within the boundaries of NHWNC and provide proof of such. These positions are also open to Stakeholders who participate in a religious institution, educational institution, community organization, 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 NHWNC boundaries and provide proof of consistent, active membership of said group.

- C. **Community Interest Stakeholder** (1) – Open to Stakeholders eighteen (18) years of age or older 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.

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 seven (7) members of the Board. No floating quorums are allowed.

Section 3: Official Actions – At a meeting in which there is a quorum, a simple majority vote by the Board Members present and voting not including abstentions shall be required to take official action.

Section 4: Terms and Term Limits – At the next NC election to occur, the seven (7) highest vote counts will be four (4) terms. The next six (6) highest vote counts will be for two year terms as is current procedure. At the following election, in two (2) more years, those six (6) seats would be up for election for four (4) year terms. Subsequently, each future election will alternatively have seven (7) or six (6) seats up for four (4) year terms.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the NHWNC and to carry out its objectives. No board member shall publicly present or state a position that is opposite to that officially adopted by the board, unless such statements are preceded by an announcement that the board member is speaking strictly as an individual and not as a board member.

Section 6: Vacancies -Vacancies on the Board shall be filled using the following procedure:

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application directly to any Board Member, at least fourteen (14) days prior to a General Board Meeting.

- B. The matter shall be placed on the agenda for the next General Board Meeting.
- C. The applicant must be present at the General Board Meeting when the vote to fill the vacancy is scheduled.
- D. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most Board votes wins.
- E. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- F. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Section 7: Absences - There are no excused absences. Any Board Member who misses three (3) consecutive or a total of five (5) regularly scheduled Neighborhood Council 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.

The Secretary shall be responsible for keeping track of Board Member absences and shall notify the Presiding Officer when any Board Member misses two (2) consecutive or a total of four (4) Board Meetings during any twelve (12) month period, and when any Board Member misses three (3) consecutive or a total of five (5) Board Meetings during any twelve (12) month period,

Upon a Board Member missing two (2) consecutive or a total of four (4) Board Meetings during any twelve (12) month period, the Presiding Officer or a person designated by the Presiding Officer shall notify the Board Member that an additional absence within a specified time period will result in their removal from the Board.

The notice shall be made in any manner reasonably expected to result in the Board Member receiving notice, but at a minimum the notice shall be mailed to the Board Member's last known address on file with the Council or the Department of Neighborhood Empowerment.

Notice shall be given as soon as is reasonably possible after the Board Member's second consecutive or fourth absence.

Upon a Board Member missing three (3) consecutive or a total of five (5) Board Meetings during any twelve (12) month period, the Presiding Officer shall notify the Board member that their seat has been declared vacant and that the Member is removed from the Board.

Notice shall be made per the process described above.

Any regularly scheduled 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.

If removed from the Board per this Section, the former Board Member may seek reinstatement by following the Reinstatement Process. The Vice President shall act as the Presiding Officer in the event that the President is the member in question.

Reinstatement Process- If requesting reinstatement, the former Board Member must, within ten (10) days of the third consecutive or fifth total absence, notify the Presiding Office in writing of their intent to request reinstatement.

The Presiding Officer or their designee will schedule the request to be heard at the next regularly scheduled Board Meeting. Upon hearing the former Board Member's request, the Board will vote as to reinstatement and any conditions regarding further attendance the former Board member must meet to remain on the Board.

Reinstatement via agendized General Board majority vote, similar to filling a deemed vacancy.

Section 8: Censure - The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special

Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal of Governing Board Members – Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon

conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council’s removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission’s decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council’s removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

Section 10: Resignation - Any member of the Board who ceases to be a Stakeholder is no longer eligible to hold their position on the neighborhood council board and the position will be deemed to be vacant. A Board member who chooses to resign must submit a signed letter of resignation to the Board. Verbal resignations will not be considered. When the Board votes to accept the letter of resignation the position shall then be deemed vacant.

Section 11: Community Outreach - The NHWNC shall direct that a system of outreach be instituted to inform Stakeholders as to its existence and activities including Board elections, encourage Stakeholder participation as well as assume leadership positions.

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

B. The NHWNC shall maintain a website presence to disseminate information to Stakeholders and others interested in the NHWNC.

C. The NHWNC logo shall not be used without written permission.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The Officers of the Board ("Officers") shall include the following: 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 NHWNC; shall preside over NHWNC meetings; set the General Board Meeting agendas; shall serve as liaison to the Department and report the Department directions as needed to the NHWNC; is the official spokesperson for the NHWNC; shall write, deliver and publish any Board Resolutions, Actions or Community Impact Statements as approved by the Board. Any task may be delegated to another Board member as necessary to insure the productivity of the Board.
- B. The Vice President shall serve in place of the President if the President is unable to serve or at the request of the President; shall chair at least one (1) committee; and execute other official duties or responsibilities as delegated by the President.
- C. The Secretary shall maintain the minutes of all General Board meetings and post the minutes to the NHWNC website in a timely fashion following Board approval; shall forward all official correspondence resulting from board actions; is responsible for the collection and distribution of all communication items in a timely fashion; and shall share office supply purchasing decisions with the Treasurer.
- D. The Treasurer shall maintain the records of the NHWNC's finances and books of accounts; shall perform other duties in accordance with the NHWNC's Financial Management Plan and the Department's policies and procedures.

Section 3: Selection of Officers - Officer Positions shall be filled at the first official General Board meeting following the election of the Board members. Officers shall be elected annually until a new election of Board members is held. Officers will be elected at other times as necessary and in a timely fashion to replace vacancies in the Officers of the Board.

Section 4: Officer Terms - The Officers shall serve a one (1) year term 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. All committees shall be voted upon by the Board.

Section 1: Standing Committees - The Standing Committees of the NHWNC are: Budget and Finance Committee; Events, Marketing and Outreach Committee; Planning and Land Use Management Committee; Beautification & Infrastructure Committee; Public Safety and Emergency Preparedness Committee; Technical Committee, and Rules & Elections Committee.

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** - Committees shall meet to make recommendations to the Board for discussion and action. Committees may not publish their recommendations as if they are an independent body. Any Committee Board members doing so shall be subject to censure and subsequent removal.
- B. **Standing Committee Structure** – All Standing Committees shall be comprised of a minimum of two (2) and a maximum of three (3) Board members and may include any interested Stakeholders. The Committee Chair shall be a member of the Board. Committee members and the Committee Chairperson shall be appointed by the President and ratified by the Board. Board members may be appointed to a maximum of two (2) standing committees.
- C. **Ad Hoc Committees** – Ad Hoc Committees shall be comprised of (3) or fewer Board members and may include any interested Stakeholders. A Stakeholder may serve as Committee Chair subject to approval by the Board. Committee members and the Committee Chairperson shall be appointed by the President and ratified by the Board. The Ad Hoc Grievance committee is the only committee with no Board members.
- 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. The Chair or designee shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- 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 documented in the NHWNC 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, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the NHWNC 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 NHWNC 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 Board Meeting as needed. The Committee Chair can call a special Committee meeting for their committee as needed, excluding any Bylaw revisions or amendments.

Section 2: Agenda Setting

- A. The President shall set the agenda for each NHWNC meeting.
- B. Any Stakeholder may make a proposal for consideration by the NHWNC by submitting a written request to the Board or during the public comment (non agendized items) period of a regular NHWNC meeting. The President shall promptly refer the proposal to a Standing Committee which will submit their recommendations to the Board for their consideration in a timely fashion.

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 NHWNC's public notice location/s specified with the Department, on its website and emailed out to Stakeholders if the NHWNC 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 NHWNC 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. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

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 funding allocation requirements.
- B. The Board shall adhere to all rules and regulations enacted by appropriate City of Los Angeles officials/agencies pertaining to the NHWNC'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 NHWNC website.
- D. At each regularly scheduled Board meeting, the Treasurer shall present to the Board detailed reports of the NHWNC'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 NHWNC's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F. The NHWNC will not enter into any contracts or agreements without prior review and approval the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Elections - The NHWNC'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 verified Stakeholders aged eighteen (18) years old and above shall be entitled to vote in the NHWNC Elections.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats - A candidate shall declare their candidacy for no more than one (1) position on the NHWNC Board during a single election cycle.

Section 6: Other Election Related Language - Not applicable.

ARTICLE XI GRIEVANCE PROCESS

- A. The grievance process is intended to address matters involving procedural disputes as listed under Article XIV Compliance. The grievance process is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings. Such complaint or dispute may be aired publically at a NHWNC 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. Any grievance against the Board either singularly or collectively must be submitted in writing by a Stakeholder. It must be received 14 days in advance of the next scheduled general board meeting to be agendized. Forms are available or you may prepare your own letter. It may be delivered to any Board member at any NHWNC meeting. Any grievance may be submitted via certified mail, via email, or presented during the public comments on non-agendized items. Upon receipt of the grievance an immediate written acknowledgement will be provided.
- C. When the Grievance is received, the Secretary will request volunteers from Stakeholders in attendance, via e-blast request, a notice posted on the website, and from a list of volunteers who have previously expressed an interest in serving on such a panel. A sign up list to volunteer is available at each meeting.

At the meeting, there will be a motion to accept the grievance from the Stakeholder and a motion to create an Ad Hoc Grievance Committee. This is the only Ad Hoc Committee that does not have any Board members on the committee. Additional volunteers will be solicited to serve at the meeting and names announced.

- D. Within 14 days after the creation of an Ad Hoc Grievance Committee, the Secretary will coordinate a meeting time and place for the volunteers to meet and randomly select a minimum of 3 Stakeholders to serve as the Grievance Committee. The

Committee will then independently coordinate a meeting(s) with the person(s) to determine whether an infraction of Article XIV has occurred, discuss ways the grievance may be resolved, and conduct any investigation required. The person submitting the grievance will supply all supporting documentation for review by this panel and indicate what they would like to see as the resolution. The Committee will coordinate any further meetings as needed.

- E. Within 14 days following the final meeting with the person(s) submitting the grievance, someone on the AD Hoc Grievance Committee shall prepare a written report to be submitted to the Secretary, and then forwarded by the Secretary to the Board detailing the finding and collective recommendations for resolving the grievance. The board may receive a copy of the Committee's report and recommendation 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 publically at the next General Board meeting. Printed copies on the committee's report and recommendation will be provided in sufficient quantity for all interested Stakeholders at the next General Board meeting.
- F. Board member(s) are not permitted to file a grievance against another Board member(s), nor against a Stakeholder(s), except as permitted under the City's grievance policy.

ARTICLE XII PARLIAMENTARY AUTHORITY

The NHWNC shall use the Rosenberg's Rules of Order when conducting NHWNC meetings. If Rosenberg's Rules of Order are silent on an issue, the NHWNC shall refer to Robert's Rules of Order.

ARTICLE XIII AMENDMENTS

- A. Any Board member may propose an amendment to these Bylaws.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a General Board meeting.
- C. Any proposal to amend the Bylaws will be formalized in writing. The Board will forward all proposals to the Rules & Elections Committee to review and to provide recommendations to the Board. The proposed amendment to these Bylaws will be listed on the agenda for public discussion and Board vote at the next General Board meeting.
- D. An Amendment to these Bylaws requires a simple majority vote of the Board members present at the next General Board meeting. All changes will then be forwarded to the Department for review and approval.

- E. Amendments will not be valid, final or effective until approved by the Department. Upon approval, any changes to these Bylaws will become effective immediately.
- 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.

ARTICLE XIV COMPLIANCE

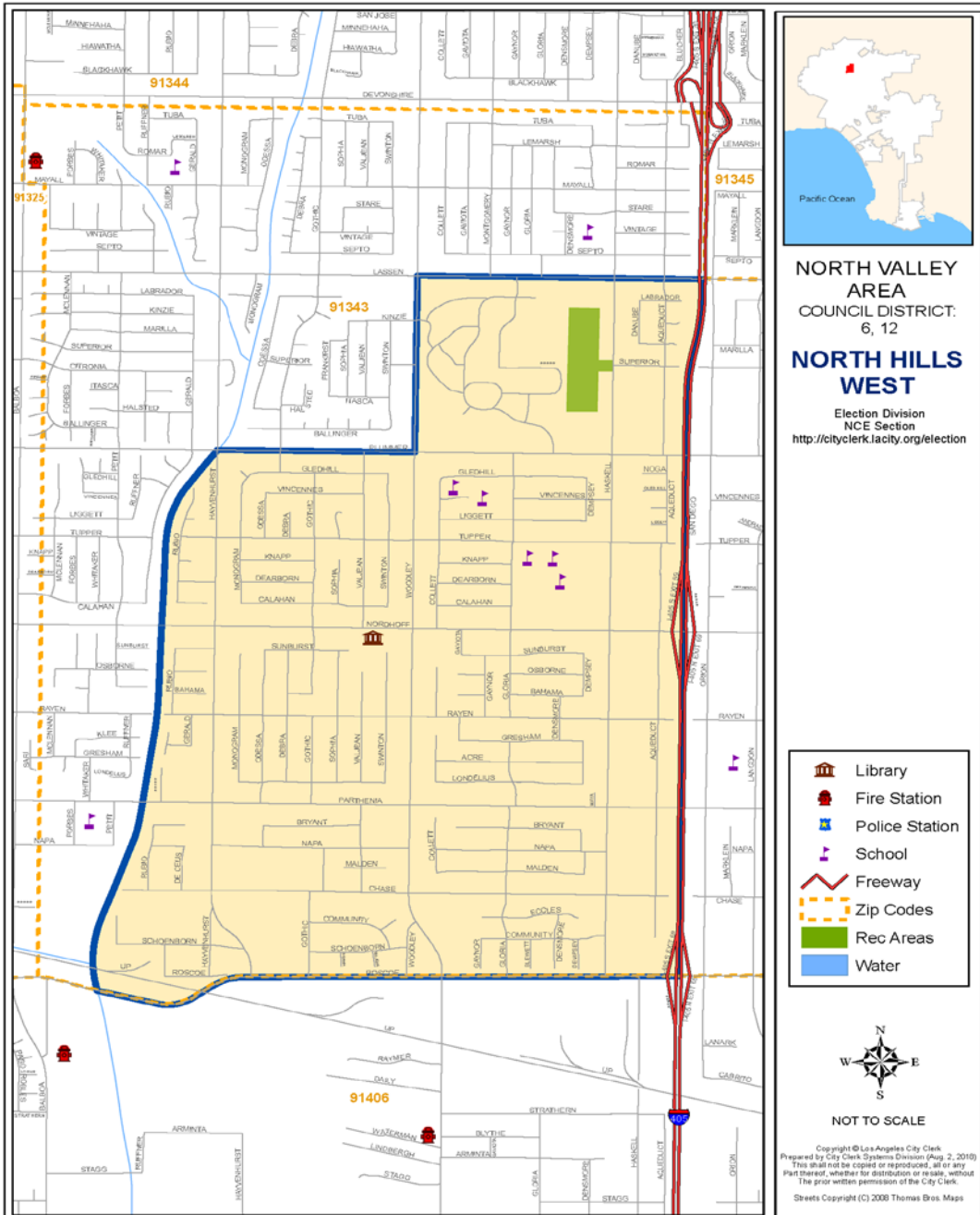
The NHWNC, its representative, and all Stakeholders will comply, without limitation, to all of the following: Los Angeles City Charter, Administrative Code, Municipal Code; Municipal Ethics and Conflicts of Interest Code, City Code of Conduct, The Brown Act, Public Records Act, American Disabilities Act, The Plan; All Federal, State, County, Local Laws; these Bylaws and with any additional Standing Rules or procedures as may be adopted by the NWHNC.

Section 1: Code of Civility - The NHWNC, its representatives, and all Stakeholders shall conduct all NHWNC business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training - All Board members shall take training in the fundamentals of Neighborhood NHWNC, 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 NHWNC voting rights. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

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

ATTACHMENT A – NORTH HILLS WEST BOUNDARIES MAP



NORTH VALLEY AREA
COUNCIL DISTRICT:
 6, 12
NORTH HILLS WEST
 Election Division
 NCE Section
<http://cityclerk.lacity.org/election>

- Library
- Fire Station
- Police Station
- School
- Freeway
- Zip Codes
- Rec Areas
- Water



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ERIC GARCETTI
 MAYOR

NORTH HILLS WEST NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK
 CITY OF LOS ANGELES



Office of the City Clerk
 Election Division



Office of the City Clerk
 Systems Division

ATTACHMENT B - Governing Board Structure and Voting
North Hills West Neighborhood Council (NHWNC) 13 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIBILITY TO RUN FOR THE SEAT	ELIBILITY TO VOTE FOR THE SEAT
Residential Stakeholder Board Members Term: 4 Years	7	Elected	Open to Stakeholders eighteen (18) years of age or older who live in a residence, either as a homeowner or a renter, within the boundaries of the NHWNC and must provide proof of residency.	Stakeholders who reside within the NHWNC and who are 18 years or older.
General Stakeholder Board Members Term: 4 Years	5	Elected	Open to Stakeholders eighteen (18) years of age or older who own a business or property, or work within the boundaries of NHWNC and provide proof of such. These positions are also open to Stakeholders who participate in a religious institution, educational institution, community organization, 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 NHWNC boundaries and provide proof of consistent, active membership of said group.	Stakeholders who live, work, or own property in the NHWNC Boundaries who are 18 years or older.
Community Interest Stakeholder Board Member Term: 4 years	1	Elected	Stakeholders who declare a stake as community interest stakeholders within the NHWNC Boundaries and who are 18 years or older.	Stakeholders who declare a stake as community interest stakeholders within the NHWNC Boundaries and who are 18 years or older.