

**North Hollywood West**  
**Neighborhood Council**

# **North Hollywood West Neighborhood Council Bylaws**

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**North Hollywood West (NoHoWest NC)  
Neighborhood Council Bylaws**

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## **Article I NAME**

- A.** The name of the Neighborhood Council shall be the North Hollywood West Neighborhood Council (“NoHoWest NC”), as officially recognized by the Los Angeles Citywide System of Neighborhood Councils.
- B.** The NoHoWest NC is conformed according to laws relating to the Neighborhood Council System in the Los Angeles City Charter, the Plan for a System of Citywide Neighborhood Councils and other City and state laws and regulations that pertain to neighborhood councils. It is an organization which represents the interests of its Stakeholders and is advisory to City government and its agents. The NoHoWest NC is composed of its Stakeholders, of which its Board , officers, and committees are comprised.

## **Article II PURPOSE AND POLICY**

### **Section 1: Purpose**

- A.** To provide an open forum in which Stakeholders may discuss and resolve community issues.
- B.** To serve as a voice in the best interest of the community quality of life within the city’s decision making process.
- C.** To monitor the delivery of city services within the NoHoWest NC boundaries.

### **Section 2: Policy**

- A.** To create a forum in which any individual or group may speak on any side of any issue affecting the community.
- B.** To inform Stakeholders of matters affecting the community and encourage all Stakeholders to participate in all activities of this Neighborhood Council.
- C.** To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Neighborhood Council.
- D.** To remain non-partisan in regards to political affiliation and inclusive in our operations including, but not limited to, the election process for governing body and committee members.
- E.** To inform its Stakeholders of forthcoming projects. Process for dissemination of information will be delineated in standing rules.
- F.** To utilize the Early Notification System (ENS) to inform this Neighborhood Council and Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process.
- G.** 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.

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- H. To have fair, open, and transparent procedures for the conduct of all Neighborhood Council business.

### **Article III GEOGRAPHIC BOUNDARIES**

#### **Section 1: Boundary Description**

**NORTH:** Roscoe Boulevard

**SOUTH:** Vanowen Street

**EAST:** Whitsett Avenue

**WEST:** Tujunga Wash

The boundaries of the NoHoWest NC are set forth in Attachment A - Map of North Hollywood West Neighborhood Council.

#### **Section 2: Internal Boundaries**

The North Hollywood West Neighborhood Council shares the following boundaries with the North Hollywood Northeast Neighborhood Council: Whitsett Sports Complex, Valley Plaza Park and Valley Plaza Library.

### **Article IV STAKEHOLDER**

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

### **Article V GOVERNING BOARD**

The governing body of the organization shall be the Neighborhood Council Governing Board (“Board”). The Board is empowered to make decisions on behalf of the NoHoWest NC. The Board must, to the extent possible, reflect the diversity of the neighborhood council’s Stakeholders. Accordingly, no single Stakeholder group shall compromise a majority of the Board, unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (D.O.N.E).

#### **Section 1: Composition and Eligibility**

The Board shall consist of thirteen (13) voting members Elected, selected, or appointed (referred to as “Board Member(s)”). Only those eligible for the NoHoWest NC membership shall be selected to hold a position on the Board. The following diagram explains the number of Board seats, the eligibility requirement for holding any specific Board seat, and indicates which Stakeholder may vote for Board seats.

<b>BOARD POSITION</b>	<b>ELECTED OR APPOINTED</b>	<b>STAKEHOLDER ELIGIBILITY FOR THE SEAT</b>	<b>QUALIFICATIONS TO VOTE FOR THE SEAT</b>
A. Resident (4 seats total) 4 Year Term	Elected	A Stakeholder who is 18 years of age and is a renter of residential property or a homeowners.	Stakeholders 16 years of age and above.
B. Business (1 seats total) 4 Year Term	Elected	A Stakeholder who is 18 years of age and is a business owners or employees, or owners of rental property.	Stakeholders 16 years of age and above.
C. Senior/Youth (1 seats total) 4 Year Term	Elected	Stakeholders 14-17 years of age.  Or	Stakeholders 14 years of age and above.

		Stakeholders 50 years of age and above	
<b>D. Senior</b> (1 seat total) 4 Year Term	Elected	Stakeholders 50 years of age and above.	Stakeholders 16 years of age and above.
<b>E. Community-Based Organizations</b> (2 seats total) 4 Year Term	Elected	A Stakeholder who is 18 years of age and a Community Interest Stakeholder who is a representative of a community organizations such as non-profits, schools, churches, temples and other social service agencies located within the NC boundaries	Stakeholders 16 years of age and above.
<b>F. At large</b> (4 seat total) 4 Year Term	Elected	All Stakeholders 18 years of age and above, and Council membership is open to all Stakeholders who live, work, or own property in the neighborhood.	Stakeholders 16 years of age and above.

Board Members who are less than eighteen (18) years old are disqualified from voting on the expenditure of Board funds, decisions and enter into a contract or make recommendations to enter into a contract or expend funds.

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

**Section 2: Quorum**

No formal meeting shall be held or business conducted or votes taken in the absence of a quorum. A quorum shall consist of seven (7) Board Members.

### **Section 3: Official Actions**

A simple majority of the Board Members present and voting, excluding abstentions which will be counted as non-votes, shall be required to pass motions, except where the Bylaws require a two-thirds majority vote.

### **Section 4: Terms and Term Limits**

There are no term limits for serving on the Board.

### **Section 5: Duties and Powers**

- A.** To include the City or any other level of government on matters concerning the general health, safety and welfare of the neighborhood. These matters could involve, but are not limited to, community development conditions.
- B.** To recruit a diverse representation on the Board and each committee so as to reflect the diverse interests of its area.
- C.** To provide input on the efficiency and effectiveness of the government's delivery of services within the geographic boundaries.
- D.** To inform the City government of the community's priorities and make recommendations on the city budget.
- E.** To cooperate with other Neighborhood Councils on issues that might be of general concern.
- F.** To participate in the citywide conventions of Neighborhood Councils.
- G.** To foster a sense of community.

### **Section 6: Vacancies**

A Board vacancy that results from the resignation or removal of an elected Board Member or from a Board position not being filled after an election, shall be filled from qualified Stakeholders by majority vote of the remaining Board Members. The appointed Board Member shall serve for the remaining duration of the term of the vacant seat. A vacancy on the board shall be filled using the following procedure:

- A.** The Board shall create a vacancy appointment application to be made available to interested and qualified Stakeholders.
- B.** Any Stakeholder(s) interested in filling a vacant seat on the Board shall submit written application(s) to the Secretary.
- C.** The Secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.
- D.** Candidates for the vacant seat will be considered per the posted regular meeting agenda and installed by a majority vote of the Board Members present, once quorum is established. In accordance with the Brown Act, the Board may not use secret ballots to approve the appointment.

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- E. 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 an applicant tenders a written application to the Secretary.

### **Section 7: Absences**

If a Board Member has three (3) absences from regularly scheduled Board meetings in the fiscal year, this is considered grounds for removal from the Board. At the next regularly scheduled meeting following the Board Member's third absence, the Executive Committee or President may place the matter on the agenda to determine the seat vacant. Vacancies will be filled by a majority vote of the remaining Board Members, pursuant to Article V, Section 6. 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 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**

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

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shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the Board Member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

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

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

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

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

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

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

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

- a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
- b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
- c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
- d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
- e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
- f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
- g. During the period of appeal the Board Member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
- h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board Members who fail to attend meetings, join committees, maintain their Stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

## **Section 10: Resignation**

If a NoHoWest NC Board Member is elected to any city political office, the member shall immediately resign from the neighborhood council position in writing.

If a NoHoWest NC Board Member or Officer moves away from or is no longer a stakeholder in the neighborhood council area, the Board shall decide at a public meeting to declare the seat vacant.

Any Board Member may resign by submitting a written resignation to the President or Secretary, the Board shall decide at a public meeting to declare the seat vacant.

### **Section 11: Community Outreach**

For a detailed description of the NoHoWest NC's outreach plan, please see the Board's standing rules.

## **Article VI OFFICERS**

### **Section 1: Officers of the Board**

The officers of the Board (each ab "Officer") shall be President, Vice-President, Secretary, and Treasurer.

### **Section 2: Duties and Powers**

- A.** The President presides at all meetings. The President shall serve as spokesperson and representative of the Board, and receive all communications and present them promptly to the Board. The President may lead or appoint a delegation to citywide Neighborhood Council functions; however, such delegation may not represent the views of the Board unless authorized to do so. In cases where a Neighborhood Council representative is needed for a City or public function before the Board can act at its next regularly scheduled Board meeting, the President may appoint a representative; however the representative shall disclose that the Board has not yet taken any action on a given matter. The President shall serve on the Executive Committee.
- B.** The Vice-President shall perform all duties of the President in the absence of the President. The Vice-President shall assist the President in deciding what issues or problems may deserve a Special Meeting, and serves on the Executive Committee.
- C.** The Secretary shall act for the President in the absence of the President and Vice-President. The Secretary shall keep all minutes and records of the Neighborhood Council, and see that all notices are duly given in accordance with the provisions of these Bylaws and as required by law. The Secretary receives all requests to speak at Board meetings, keeps the NoHoWest NC calendar, and disseminates important information to the Stakeholders. The Secretary shall serve on the Executive Committee.

- D. The Treasurer shall be held accountable for all funds belonging to the NoHoWest NC. The Treasurer shall receive and disburse all NoHoWest NC funds, and give an accounting of the finances at regularly scheduled Board meetings. The Treasurer shall act for the President in the absence of the President, Vice-President and Secretary. The Treasurer shall serve on the Executive Committee. Accounting statements shall be submitted to the City Clerk's Office on a quarterly basis, or as otherwise required by the City Clerk's Office.

### **Section 3: Selection of Officers**

Officers are elected no later than the second regularly scheduled meeting after the election of the Board Members.

The Board shall nominate the Officers from the existing Board Members.

### **Section 4: Officer Terms**

- A. Elected Officers shall serve two-year terms. No person may serve more than two consecutive terms in the same office, unless the election is uncontested
- B. Officers serve at the will of the Board of Directors and may be removed by a two-thirds vote of the present Board Members once quorum is established at any Board meeting.
- C. A vacant office due to removal or resignation shall be filled from the pool of remaining Board Members by a majority vote of the board members, once a quorum is established.

## **Article VII COMMITTEES AND THEIR DUTIES**

### **Section 1: Standing**

- A. NoHoWest NC may designate one (1) or more standing committees, each of which may consist of no more than three (3) Board Members per Brown Act regulations. The designations shall be made by resolution adopted by a majority of the seated Board Members at a Board meeting, provided that a quorum is present. All Stakeholders of NoHoWest NC shall be eligible for voting membership in all committees per the composition and rules established by each committee. The committees will meet to discuss programs, make recommendations, and prepare written reports to be submitted to the NoHoWest NC Board of Directors for consideration. All standing committee meetings shall comply with all applicable laws.
- B. Rules for committees will be addressed in the standing rules established by the Board.

### **Section 2: Ad hoc Committees**

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NoHoWest NC may, through a Board motion and upon a majority vote, establish an ad hoc committee(s) to address issues and topics of a specific nature for a limited time. The issues and topics to be addressed must be stated in the motion that creates the committee. The ad-hoc committee must be comprised of no more than 3 Board Members.

### **Section 3: Committee Creation and Authorization**

NoHoWest NC will include process, structure and authority of committee creation in standing rules.

## **Article VIII MEETINGS**

### **Section 1: Meeting Time and Place**

All Neighborhood Council meetings shall be open to the public. All meetings shall comply with applicable laws, including posting requirements established by the Brown Act.

- A.** The Neighborhood Council may hold as many Regular Board Meetings as necessary; a minimum of four (4) meetings must be held each year, one (1) per calendar quarter.
- B.** Special Neighborhood Council Meetings may be called by the President or a majority of the Board.

### **Section 2: Agenda Setting**

The Executive Committee consists of the Board Officers only, and is chaired by the President of the Board. Said committee approves Board meeting agendas at the Executive Committee meeting.

### **Section 3: Notification/Postings**

- A.** There must be at least seventy-two (72) hours advance public notice for regularly scheduled meetings. The final agenda of the meeting shall be posted in prominent public posting locations, and the Neighborhood Council website.
- B.** In the case of a special meeting, public notification may be posted twenty-four (24) hours in advance.
- C.** At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with the Board of Neighborhood Commissioners (BONC) Agenda Posting Policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

### **Section 4: Reconsideration**

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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 Executive Committee 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**

The NoHoWest NC shall keep accounts according to generally accepted accounting principles (GAAP). It will also do the following:

- A.** Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

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- B. The Board shall submit to the City Clerk’s Office the Board vote certification from approving the Monthly Expenditure Report.

## **Article X ELECTIONS**

### **Section 1: Administration of Election**

Elections shall be conducted every two (2) years, starting with 2019 in odd numbered years and shall be administered by the City Clerk. 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.

### **Section 2: Governing Board Structure and Voting**

The following Board seats shall be elected to serve a four (4) year term in 2023 and elected every four (4) years thereafter:

- 2 At-Large Representatives
- 2 Community Based Organizations Representatives
- 2 Resident Representatives
- 1 Business Representatives
- 1 Senior/Youth Representatives

The following Board seats shall be elected to serve a four (4) year term in 2025 and elected every four (4) years thereafter:

- 2 At-Large Representatives
- 2 Resident Representatives
- 1 Senior Representatives

### **Section 3: Minimum Voting Age**

Except with respect to a Youth Board Seat, a Stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

### **Section 4: Method of Verifying Stakeholder Status**

Voters will verify their Stakeholder status by a self-affirmation process.

### **Section 5: Restrictions on Candidates Running for Multiple Seats**

A Candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

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## Section 6: Other Election Related Language

Not Applicable.

### Article XI GRIEVANCE PROCESS

#### Grievances Submitted by a Stakeholder

- A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#) Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
  - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
  - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with [L.A.A.C. 22.818](#) Subsection (d)(5).
- E. Only the Grievant may appeal a Board's decision pursuant to [L.A.A.C. 22.818](#) Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

#### Grievances Submitted by a Board Member

- A. Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in [L.A.A.C. 22.818](#) Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in [L.A.A.C. 22.818](#) Subsection (d)(6).

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### **Regional Grievance Panel**

- A. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

### **Article XII PARLIAMENTARY AUTHORITY**

NoHoWest NC will use Rosenberg's Rules of order for all meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

### **Article XIII AMENDMENTS**

The Bylaws may be amended, altered or repealed by a two-thirds vote at any meeting of the Board, provided that a quorum is present. The general subject of the proposed change(s) must be included in the agenda and the required notice of the meeting. Any adjustments and/or amendments must be reviewed and approved by D.O.N.E. to ensure compliance with all applicable regulations. Amendments shall not be valid, final or effective until approved by the D.O.N.E. in accordance with Article VI of the Plan. Once approved, any changes in the Bylaws shall become effective immediately.

### **Article XIV COMPLIANCE**

The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

#### **Section.1: Code of Conduct**

Board Members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

The Council, its representatives, and all Stakeholders will endeavor to conduct council business in a professional and respectful manner.

The Neighborhood Council shall conduct itself in a manner that complies with these Bylaws, rules and procedures that are adopted by the Board. The Neighborhood Council shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (L.A.M.C. Section 49.5.1), and that all applicable local, state and federal laws shall be the minimum ethical standard.

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## **Section 2: Training**

Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

Board Members not completing mandatory trainings provided by the City within thirty (30) days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the Board.

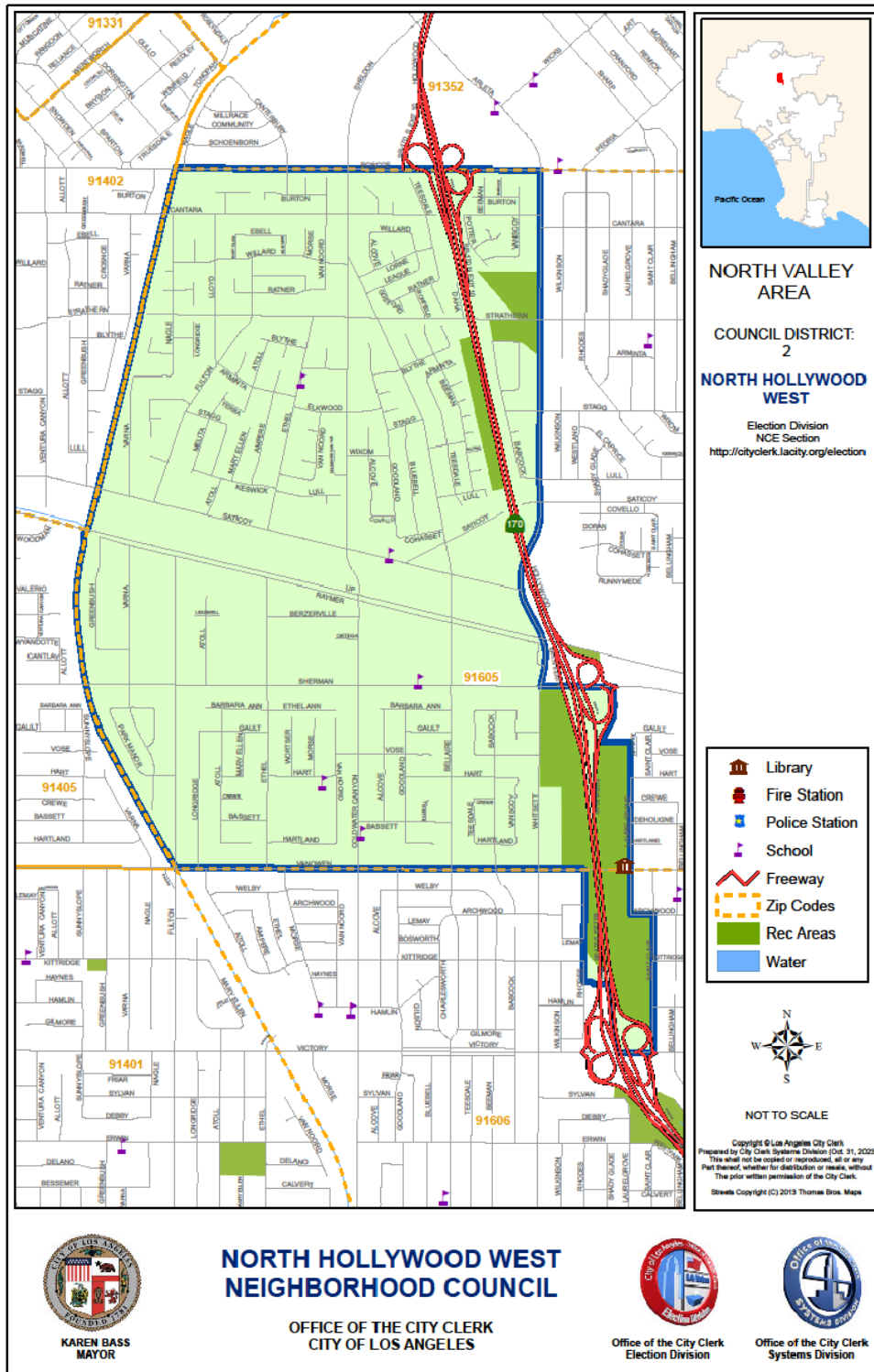
Per the Board of Neighborhood Commissioners Code of Conduct Policy, Board members are suspended from the Board if the Code of Conduct Policy is not acknowledged within 30 days of being seated, and may be removed after 60 days of non-compliance by the Board or the Board of Neighborhood Commissioners. While a board member is suspended, they do not count towards quorum, may not sit at the dais, propose and/or move a motion forward.

“Planning 101” Training shall be required for all appointed and confirmed members of each Neighborhood Council’s planning and land use committee, or an equivalent committee (land use committee). Any individual who does not complete the training shall not be eligible to vote on motions or recommendations on planning, zoning, or land use matters before the land use committee. If the board does not have a planning and land use committee or an equivalent committee, all board members are required to complete the Planning 101 training.

## **Section 3: Self-Assessment**

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

# ATTACHMENT A- Map of Neighborhood Council



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## Attachment B: Governing Board and Voting Structure

### North Hollywood West Neighborhood Council-13 Board Seats

BOARD POSITION	ELECTED OR APPOINTED	STAKEHOLDER ELIGIBILITY FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT
A. Resident (4 seats total) 4 Year Term	Elected	A Stakeholder who is 18 years of age and is a renter of residential property or a homeowners.	Stakeholders 16 years of age and above.
B. Business (1 seats total) 4 Year Term	Elected	A Stakeholder who is 18 years of age and is a business owners or employees, or owners of rental property.	Stakeholders 16 years of age and above.
C. Senior/Youth (1 seats total) 4 Year Term	Elected	Stakeholders 14-17 years of age.  Or  Stakeholders 50 years of age and above	Stakeholders 14 years of age and above.
F. Senior (1 seat total) 4 Year Term	Elected	Stakeholders 50 years of age and above.	Stakeholders 16 years of age and above.
E. Community-Based Organizations (2 seats total) 4 Year Term	Elected	A Stakeholder who is 18 years of age and a Community Interest Stakeholder who is a representative of a community organizations such as non-profits, schools, churches, temples and other social service agencies located	Stakeholders 16 years of age and above.

		within the NC boundaries	
F. At large (4 seat total) 4 Year Term	Elected	All Stakeholders 18 years of age and above, and Council membership is open to all Stakeholders who live, work, or own property in the neighborhood.	Stakeholders 16 years of age and above.