

**BYLAWS
OF THE
NORTHRIDGE SOUTH NEIGHBORHOOD COUNCIL**

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ARTICLE I NAME

The name of this Neighborhood Council shall be the Northridge South Neighborhood Council (hereinafter referred to as “the NSNC” or “the Council”), an officially recognized Neighborhood Council and a part of the Los Angeles citywide system of Neighborhood Councils.

ARTICLE II PURPOSE

- A. The **PURPOSE** of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“the City”) in a transparent, inclusive, collaborative, accountable and viable manner.
- B. The **MISSION** of the Council is:
1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
 2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
 3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
 4. To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.
- C. The **POLICY** of the Council is:
1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
 2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
 3. To utilize the Early Notification System (ENS) to inform the Council and Stakeholders of matters involving the City and our community in a

way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

Section 1: Boundary Description - The boundaries of the NSNC are set forth on the Map of the Northridge South Neighborhood Council Boundaries, appended hereto as Attachment A. They abut boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

- A. **North** - Nordhoff Street from Winnetka Avenue to Corbin Avenue, then Nordhoff Way from Corbin Avenue to Nordhoff Street, then continuing on Nordhoff Street again to the flood control channel (Bull Creek) between Petit Avenue and Hayvenhurst Avenue;
- B. **East** - The Bull Creek flood control channel from Nordhoff Street to Roscoe Boulevard;
- C. **South** - Roscoe Boulevard from the Bull Creek flood control channel between Hayvenhurst Avenue and Roscoe Place to Louise Avenue, then Louise Avenue from Roscoe Boulevard to Saticoy Street, then Saticoy Street from Louise Avenue to White Oak Avenue, then White Oak Avenue from Saticoy Street to Roscoe Boulevard, then Roscoe Boulevard from White Oak Avenue to Corbin Avenue; and
- D. **West** - Corbin Avenue from Roscoe Boulevard to Parthenia Street, then Parthenia Street from Corbin Avenue to Winnetka Avenue, then Winnetka Avenue from Parthenia Street to Nordhoff Street.

The Northridge South Neighborhood Council shares the Northridge Library with Northridge East Neighborhood Council.

Section 2: Internal Boundaries – Not Applicable.

ARTICLE IV STAKEHOLDER

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

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

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations. [The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1].

ARTICLE V GOVERNING BOARD

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

Section 1: Composition – The Board shall consist of fifteen (15) Stakeholders selected or elected by the Stakeholders as set forth in Article VIII hereof. The composition of the Board shall be as follows:

- A. **Residential Stakeholder Board Members (6)** – Open to Stakeholders eighteen (18) years of age or older whose primary place of residence is located within the NSNC boundaries.
- B. **Business Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who work or own a business or business property within the NSNC boundaries
- C. **Community Organization Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older 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 NSNC boundaries.
- D. **Senior Stakeholder Board Member (1)** – Open to Stakeholders sixty-five (65) years of age or older.

E. **Youth Stakeholder Board Member (1)** – Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection. See Admin. Code § 22.814(c). If less than eighteen (18) years of age, the Youth Board Seat member shall be precluded from voting on financial matters, such as neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts.

F. **At-Large Stakeholder Board Members (3)** – Open to Stakeholders at least eighteen (18) years of age.

All Stakeholders may vote for all of the Board seats but no single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

Section 2: Quorum. The quorum shall be eight (8) members of the Board.

Section 3: Official Action. A simple majority vote by the Board members present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws or in the NSNC Standing Rules.

Section 4: Terms and Term Limits. Board members shall serve a two (2) year term commencing after being seated. Board member term limits are set forth in the NSNC Standing Rules.

Section 5: Duties and Powers. The primary duties of the Board shall be to govern the NSNC and to carry out its objectives. Specific duties of the Board are set forth in greater detail in the NSNC Standing Rules.

A. **Limitation on Public Representations by Board Members** - No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing NSNC position previously adopted by the Board or a statement that the NSNC has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

B. **Standing Rules and Procedures** – Additional rules and/or policies and procedures regarding the conduct of the Board, Officers, Committees and/or meetings, among other things necessary to the governance of the NSNC, may be developed and adopted by the Board, so long as they do not conflict with these Bylaws, statutory law or City regulations.

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 to the Secretary.
- B. The Secretary shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.
- D. A Board position filled by this vacancy procedure shall become available for vote at the next general election, regardless of the amount of time left on the original Board member's term.
- 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 a written application is presented to the Secretary as set forth in subsection 1 above.

Section 7: Absences. A Board member may be removed from office for unexcused failure to attend three (3) regularly scheduled and posted Council meetings in a calendar year or for other cause as determined by the Board. This action will require ten (10) affirmative votes of the full Board. The procedure for determining whether an absence shall be considered "excused" or "unexcused" is set forth in the NSNC Standing Rules.

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 10: Resignation. A Board member may be removed from office by resignation and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is automatically required to submit his or her resignation to the Board.

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

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

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

ARTICLE VI OFFICERS

Section 1: Officers of the Board. The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers. The duties of the Officers are as follows and also include such additional duties as are set forth the NSNC Standing Rules and/or as may be adopted by official action of the Board:

- A. **The President** shall act as the chief executive of the Council and shall preside at all Council meetings.
- B. **The Vice President** shall serve in place of the President if the President is unable to serve.
- C. **The Secretary** shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the NSNC.
- D. **The Treasurer** shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan. The Treasurer shall also have such additional duties as are set forth in Article XI, Financial Accountability.

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

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

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees. The Standing Committees of the NSNC are: The Budget and Finance Committee, the Bylaws and Procedures Committee, the Community Activities and Projects Committee, the Environmental-Sustainability Committee, the Executive Committee, the Governmental Affairs Committee, the Outreach and Communications Committee, the Planning and Land Use Committee, the Public Safety Committee, and the Transportation and Public Works 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. With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of four (4) or less Board members and may include any interested Stakeholders.

- A. **Committee Chairmen** – All Committee Chairmen shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a committee. The Chairman shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- B. **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.
- C. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

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 NSNC

Boundaries as herein set forth at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first meeting of each fiscal year.

- A. **Regular Meetings** - Regular council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board and set forth in the NSNC Standing Rules. 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 Vice President shall be allowed to call a Special Council Meeting, as needed. No other business can be transacted except that for which the meeting is called.

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

Section 3: Notifications/Postings. Stakeholders shall be notified a minimum of three (3) days (72 hours) in advance of a Regular Meeting and at least one (1) day (24 hours) in advance of a Special Meeting. The Board shall develop a variety of methods and means to assure that Stakeholders receive these notifications. At a minimum, notice shall be posted at the NSNC’s Public Notice Locations. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration. The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of

a meeting that occurs within the allowed specified periods of time as stated above.

- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

The NSNC shall comply with all financial accountability requirements specified by City Ordinance and in the Plan. The NSNC shall also comply with all financial reporting requirements prescribed by the Department.

- A. The Treasurer shall oversee and be charged with the full custody and responsibility of all Council funds and assets, and shall maintain an ongoing and current inventory thereof as required by City or Department policy.
- B. The Treasurer shall oversee a system of asset management, record-keeping and financial reporting that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, and federal laws.
- C. In addition, the Treasurer shall:
 - 1. Report to the Board on the Council's finances at every NSNC regular meeting;
 - 2. Present a quarterly financial report to the Board;
 - 3. Submit a financial statement to the Department as required; and
 - 4. Prepare an annual budget for approval by the Board.
- D. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or system by which the Council's finances and book of accounts can be reviewed by the Department, pursuant to the Plan.

- E. The Treasurer may request authorization from the Board to retain a financial professional to assist in refining and maintaining the bookkeeping and financial reporting system. The Treasurer may also request the assistance from the Department as needed. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and financial reporting and for the protection of all Council assets.
- F. The Council's financial statements, books and accounts shall be open for inspection and copying in a timely fashion by any member of the public upon appropriate request.
- G. All expenditures by the NSNC should be within the annual budget approved by the Board. Any expenditure that exceeds or is likely to exceed a budgeted amount must be approved in advance, as set forth in the NSNC Standing Rules.

ARTICLE X ELECTIONS

Section 1: Administration of Election. Instead of an election, the NSNC conduct a Town Hall selection process every two (2) years in accordance with the rules and regulations promulgated by the City.

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 which Board seats are set forth in Attachment B, appended hereto.

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. By taking part in the vote, the voters self-affirm that they are qualified to vote. Stakeholders must be present to vote.

Section 5: Restriction on Candidates Running for Multiple Seats. A candidate shall declare his/her candidacy for no more than one (1) position on the NSNC Board during a single election cycle.

Section 6: Other Election Related Language.

- A. **Outreach for Candidates** – The Board shall actively conduct outreach for candidates throughout the NSNC community during the candidate application period. No less than sixty (60) days prior to the election, the Board shall post a flyer soliciting candidates for the NSNC Board of Directors at a minimum of five (5) public locations within the NSNC boundaries. The flyer shall state the number and type of Board seats available, the candidate requirements, the

application process, the deadline for applications, the election process, and contact information for questions and/or to obtain a Candidate Application.

- B. **Candidate Application Process** – If necessary, the Board may develop a Candidate Application, which, at a minimum, shall require the applicant to state his or her name, address, age, contact information, the Board position sought, an affirmation of basic Board member requirements, and a brief candidate statement. The application also shall state how to return the Application and the Application deadline and note that the information on the Application is a matter of public record. The Board shall appoint one or more of its members to receive the Applications. These members shall call or send a written acknowledgement via email to each candidate within one (1) day after receiving his or her Application. This acknowledgment shall include the date, time and location of the election, general candidate outreach information and other procedural information as may be helpful to the candidate. The Board shall provide the same information and shall provide the same filing period to all candidates.

- C. **Election Outreach** - Information about the election process and the candidates shall be posted at least twenty (20) days in advance of the election both on the NSNC web site and at a minimum of five (5) public locations within the NCSC boundaries. The Board and the candidates also shall actively conduct outreach throughout the NSNC boundaries to encourage Stakeholders to participate in the election.

- D. **Vacancies** – Any Board seats remaining unfilled at the end of the election process shall filled in accordance with the vacancy clause set forth herein. If the elected members of the Board do not comprise a quorum of the Board, the elected Board members shall follow the loss of quorum policy enacted by the Board of Neighborhood Commissioners.

ARTICLE XI GRIEVANCE PROCESS

- A. Any grievance by a Stakeholder must be submitted in writing to the Secretary who shall cause the matter to be placed on the agenda for the next regular Council meeting.
 - 1. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Secretary from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.
 - 2. Within two (2) weeks of the panel's selection, the Secretary shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
 - 3. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board

outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

- B. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Standing Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at NCSC meetings.
- C. Board members are not permitted to file a grievance against another Board member or against the NSNC, except as permitted under the City's grievance policy. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The NSNC shall use the current edition of *Robert's Rules of Order* when conducting NSNC meetings and/or other official NSNC business, as set forth in the NSNC Standing Rules.

ARTICLE XIII AMENDMENT

- A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.
- C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.
- D. An amendment or adjustment to these bylaws requires a two-thirds majority vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- E. The NSNC Parliamentarian may correct or revise these Bylaws without vote to comply with local, state and federal law or other specific directives from the Department, and/or to correct purely non-substantive errors as to grammar, spelling or formatting.
- F. Amendments, corrections and revisions shall not be valid, final or effective until approved by the Department. Once approved by the Department, any changes

in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

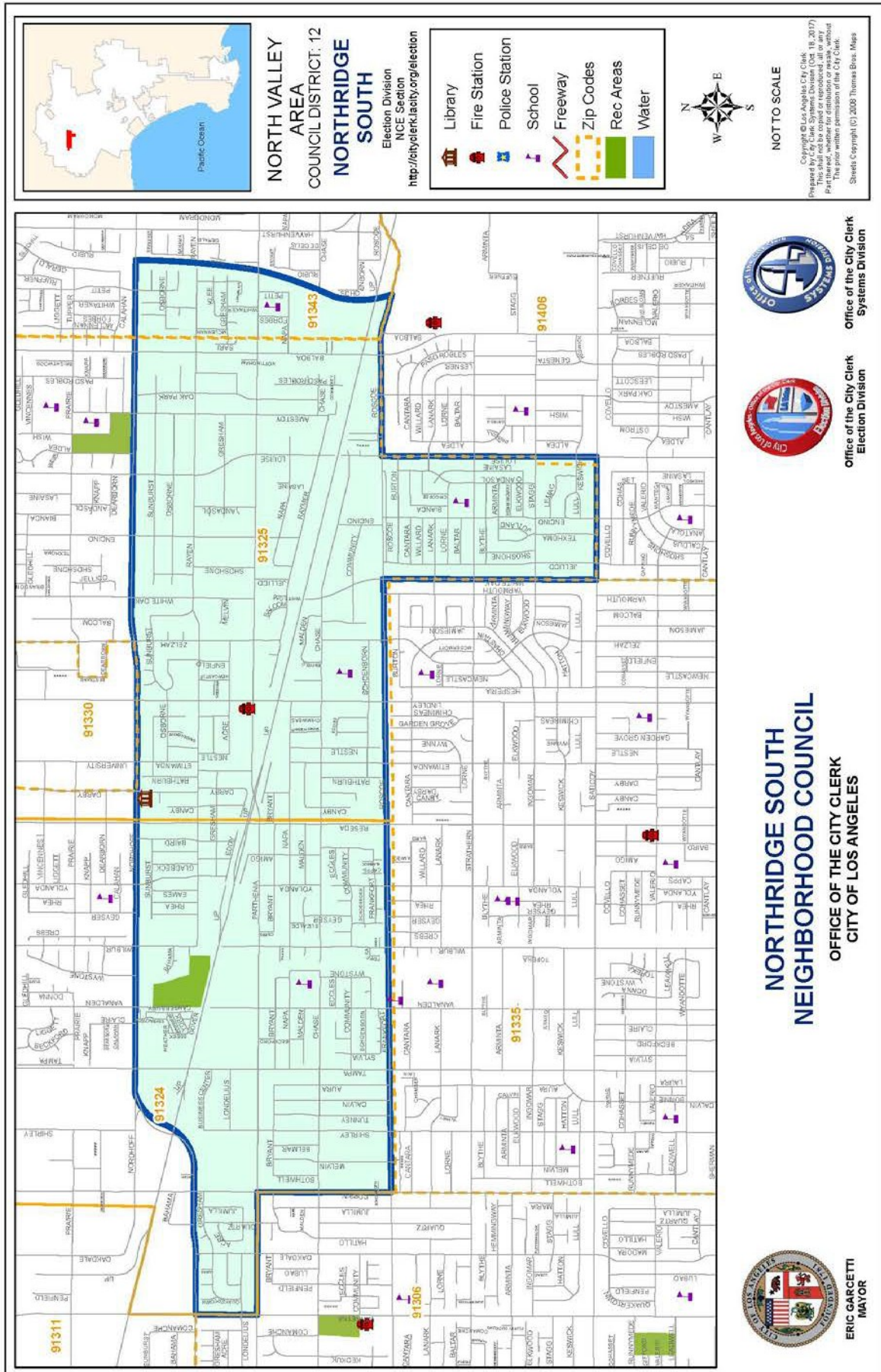
The NSNC, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as with all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct,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

Section 1: Code of Civility. The NSNC, its representatives, and all Stakeholders shall conduct all NSNC business in a 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 be trained in the fundamentals of Neighborhood Council structure, operations, rules, procedures and governance, both in general and as respects the NSNC in particular. Mandatory and recommended training requirements are set forth specifically in the NSNC Standing Rules and include, without limitation, the topics of ethics, funding and financial accountability, workplace violence and sexual harassment. All training required and provided by the City shall be completed by Board members within forty-five (45) days of being seated. Time limitations regarding additional training adopted by and for the NSNC are set forth in the Standing Rules. Sanctions for failure to complete specified training, which may include loss of voting rights or loss of office, are set forth in the Standing Rules. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment. The NSNC shall conduct a self-assessment at the close of each and every fiscal year, pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A MAP OF THE NORTHRIDGE SOUTH NEIGHBORHOOD COUNCIL



ATTACHMENT B – Governing Board Structure and Voting

Northridge South Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIBILITY TO RUN FOR THE SEAT	ELIBILITY TO VOTE FOR THE SEAT
Residential Stakeholder Term: 2 Years	6	Selected	Stakeholders whose primary place of residence (owned or rented) is located within the NSNC boundaries and who are 18 years of age or older.	Stakeholders 16 years and older.
Business Stakeholder Term: 2 Years	2	Selected	Stakeholders who works or own a business or business property within the NHENC boundaries and who are 18 years of age or older.	Stakeholders 16 years and older.
Organizational Stakeholder Term: 2 Years	2	Selected	Stakeholders who participates 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 NSNC boundaries and who are 18 years or older.	Stakeholders 16 years and older.
Senior Stakeholder Term: 2 Years	1	Selected	Stakeholders who are 65 years of age or older who lives, works or owns property within the boundaries of NSNC.	Stakeholders 16 years and older.
Youth Stakeholder Term: 2 Years	1	Selected	Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection who lives, works or attend school within the boundaries of NSNC	Stakeholders 14 years and older.
At Large Stakeholder Term: 2 Years	3	Selected	Stakeholders 18 years and older.	Stakeholders 16 years and older.