

Glassell Park Neighborhood Council

Bylaws

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ARTICLE I — NAME

The name of this organization shall be the GLASSELL PARK NEIGHBORHOOD COUNCIL (GPNC).

ARTICLE II — PURPOSE

The purpose of the GPNC shall be:

- A. To represent the interests of the Glassell Park community. To provide a forum to engage all Stakeholders in identifying community concerns, problems and resources and to develop solutions.
- B. To channel citizen input to appropriate city departments and city council offices for resolution.
- C. To interact with and monitor city departments relative to the effectiveness and timeliness of responses and solutions.
- D. To monitor land use within the community and to mobilize support or provide constructive opposition for specific projects in accordance with the community's wishes.
- E. To influence planning, zoning and public service delivery.
- F. To create ties to other communities to achieve mutual goals and to balance local needs with citywide interests.
- G. To promote public safety.
- H. To encourage democratic discourse between and within neighborhood groups to facilitate an understanding of value differences and to engage competing interests to arrive at shared values.
- I. To cultivate a sense of community so that each person feels engaged and empowered and to encourage inclusion.
- J. To promote a vibrant business sector with a full range of goods and services.
- K. To remain non-partisan in fostering, promoting and supporting the goals of residents, businesses and organizations which have broad community backing.

ARTICLE III — BOUNDARIES

1. Boundary Description - Boundaries of the GPNC shall be:

- NW: San Fernando Road along City of Glendale boundary (E) to the Glendale 2 Freeway/Las Plumas Street.
- SW: City of Glendale boundary along San Fernando Road/railroad tracks (S) to Los Angeles/Division Street.
- NE: Glendale 2 Freeway/York Boulevard (E) toward Eagle Rock Boulevard (S) to El Paso Drive (E) to Division Street.
- SE: Los Angeles River/Division Street (N) along Division Street toward El Paso Drive.

2. Internal Boundaries - Within the boundaries shall be seven (7) areas of representation as described below:

- A. North of the Glendale (2) Freeway, bordering Atwater Village, city of Glendale, Forrest Lawn Cemetery and Verdugo Road.
- B. South of the Glendale (2) Freeway, bordering the Los Angeles River and Taylor Yard, Division Street, and Eagle Rock Blvd.
- C. Area between Eagle Rock Blvd., Verdugo Road, Ave. 33 and Division Street.
- D. Area between Ave. 33, Verdugo Road, Crestmoore Place, Barryknoll and Division Street.
- E. Area between Barryknoll, Division Street, El Paso, Eagle Rock Blvd., York, the Glendale (2) Freeway and Verdugo Road (south of the 2 freeway).
- F. Bordered by the 2 Freeway, city of Glendale and Verdugo Road (north of the 2 freeway).
- G. Verdugo Road (north of the 2 freeway), city of Glendale border and Forrest Lawn Cemetery.

The map shown as Attachment A indicates the GPNC boundaries in bold lines.

ARTICLE IV — STAKEHOLDER

GPNC 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. In addition, Stakeholder status may be identified by participation in, among other things, educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, codewatch, neighborhood watch, police advisory board groups, and/or redevelopment action boards. There are no membership dues.

The GPNC encourages all community Stakeholders to participate in all of its activities, and shall not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, gender, sexual orientation, age, disability, marital status, homeowner/renter status, income, or political affiliation.

ARTICLE V — GOVERNING BOARD

1. Composition. The Members of the Board and Alternates shall be as follows:

- A. There shall be fifteen (15) regular Members of the Board as follows:
 - 1. One (1) Area Representative from each of the seven (7) geographic areas identified in Article III, Section 2.

2. Three (3) Business Representatives
3. Two (2) Institutional Representatives (one (1) faith-based; one (1) educational)
4. Two (2) Organizational Representatives
5. One (1) At-Large Representative, a Stakeholder who affirms a community interest for status as a Stakeholder

B. Alternates

1. Nominations for Alternates will be taken at the first General Stakeholders meeting of a newly elected Board.
2. A pool of up to ten (10) Alternate members to the Governing Board shall be elected by a show of hands by Stakeholders in attendance at the second General Stakeholders meeting of a newly elected Board. At its discretion, the Governing Board may agendaize subsequent elections for vacant Alternate Board Member positions with Stakeholders self-nominating at one (1) General Stakeholders Meeting and the election occurring at the following General Stakeholders meeting. If there are more nominees than available positions, those receiving the greater number of votes are elected.
3. Alternate Governing Board members who attended the immediately previous General Stakeholder meeting may be seated as necessary to form a quorum and to the extent that regularly elected Board Members are absent and to a maximum of four (4) seated Alternates.
4. The Secretary of the Board will maintain lists of eligible and seated Alternates. These lists shall be included in the Minutes of each General Stakeholder meeting.
5. Eligible Alternates shall be seated on a rotating basis so that no eligible Alternate is seated a second time until all eligible Alternates have been seated for the first time and so forth.
6. Once seated for a General Stakeholder meeting, an Alternate is a voting member of the Governing Board for that meeting.

C. Qualifications

1. All Board members and Alternates must be at least eighteen (18) years old on Election Day.
2. Alternates must be Stakeholders in Glassell Park.
3. Area Representatives must reside in the area of Glassell Park that they represent.
4. Business, Institutional, and Organizational Representatives must be Stakeholders within the community interest they represent.

2. Quorum. The GPNC Governing Board quorum shall consist of not less than the simple majority (eight (8) members) of the Board positions.

3. Official Actions. Agenda items requiring a vote are decided in the affirmative when a simple majority of those Board members present vote, by show of hands, "for" the attending motion; so long as a quorum then exists. Board members who withhold their vote by abstention in effect count "against" the motion.

4. Terms and Term Limits. Terms of office of Governing Board members are two (2) years. Those re-elected may serve no more than four (4) consecutive terms.

5. Duties and Powers. The primary duties of the Board shall be to govern the GPNC and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing GPNC position previously adopted by the Board or a statement that the GPNC 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.

A. Area Representatives shall:

1. Tour areas of responsibility to identify problems assess needs, and assist Stakeholders with appropriate solutions.
2. Receive and forward agenda items for general meetings.
3. Bring need assessment and priority suggestions to board's attention.
4. Identify projects for community participation.
5. Meet with area Stakeholders as needed.
6. Perform other duties as assigned.

B. Business Representatives shall:

1. Interact with the entire business sector to assess needs, devise solutions and determine priorities.
2. Encourage engagement in issues of common interests to create an atmosphere of collaboration.
3. Formulate strategies and priorities for the implementation of long-range plans including the development of much needed amenities.
4. Create guidelines and standards for the appearance and cleanliness of all area businesses.
5. Meet with the business sector as needed to provide information and receive input regarding GPNC activities.
6. Encourage the business sector's interaction with the community to provide leadership and assistance in achieving community goals.

C. Institutional Representatives:

1. Faith-based representative shall:
 - a. Communicate with all faith-based organizations in the community to disseminate information on the deliberations and actions of the GPNC so that each, in turn, will funnel same to congregants.
 - b. Encourage dialogue among congregants for input to the GPNC and to enlist participation.
 - c. Identify social needs, establish priorities, and suggest programs and solutions.
2. Educational Representative shall:
 - a. Communicate with all learning institutions to transmit information on the deliberations and actions of the GPNC.
 - b. Solicit input from administrators and teachers, as well as students, for GPNC consideration.
 - c. Conduct an assessment of needs and devise programs and solutions to mitigate them.

- d. Foster collaboration and encourage the reciprocal use of resources.
 - e. Advocate to the Board of Education.
- D. At Large Representative shall represent the interests of the entire community to the best of his or her ability.
- E. Organizational Representatives shall promote and foster the interests and needs of their various constituencies.

6. Vacancies. The Secretary or other Executive Committee member shall announce the availability of the vacant position, indicating that qualified Stakeholders' self-nomination for candidacy will be accepted, in person, at the next General Stakeholders meeting. At that meeting nominees who provide a declaration of their status as a GPNC Stakeholder will be recorded in the meeting minutes as eligible for election to the vacant position.

At the following General Stakeholders meeting, an election - by show of hands -will be held to fill vacated Governing Board position(s) or the position of a removed Governing Board member. No proxy balloting or write-in candidates are permitted. A person elected to the Board in such manner serves for the remainder of the position's two (2) year term. Tally sheets of votes cast will be retained by the Secretary in GPNC files for at least one (1) year.

7. Absences. See section 9B - Removal.

8. Censure. The GPNC may take action to publicly reprimand a Board member for actions conducted in the course of GPNC business by censuring the Board member during a Stakeholder meeting. If disorderly behavior occurs, in accordance with Robert's Rules of Order the Chair may take steps to restore order. That failing, a member other than the Chair may introduce a motion to impose a penalty on the offending member.

9. Removal.

- A. Governing Board and other Committee members may be removed from their position or role for cause, such as a serious breach of the City of Los Angeles Government Ethics Ordinance, or egregious behaviors which thwart the GPNC from meeting its' stated purposes (see Article II). Upon presentation of the particular cause by any regular Governing Board member, removal shall be considered by the Executive Committee. The Executive Committee may choose to name members of an impartial investigation panel to gather and present further facts of the matter to the Committee, and in this case the Committee will receive the panel's information and determine a recommendation at its next meeting. The Committee's recommendation concerning removal, or not, and its rationale will be presented at the following General Stakeholder meeting, for a vote of those Governing Board members then in attendance.
- B. A Governing Board seat is considered abandoned and the incumbent as unable to represent their constituency if they announce that fact, or if they cease to be a Stakeholder in GPNC, or if they do not attend three (3) consecutive General Stakeholder meetings (with or without excuse), or miss four (4) General Stakeholder meetings (with or without excuse) in a calendar year.

10. Resignation. In accordance with the preceding section, a Board member who announces that they are unable to continue representing their constituency has resigned their Board position. A replacement is to be sought as indicated in Article V, section 6 - Vacancies.

11. Community Outreach.

- A. It is the responsibility of the individual representatives — area, business, institutional and organizational — to communicate with and inform their Stakeholders via methods deemed suitable to their needs (meetings, phone trees, flyers, postings).
- B. In addition, the GPNC will cause to be published a semi-annual newsletter for general distribution informing the community of various programs and initiatives undertaken, status reports on ongoing ventures, articles by each representative covering activities within their specific spheres as well as items of general interest.
- C. Community Forums will be held at least semi-annually by the GPNC Governing Board. Meetings will be held in the community. The posting of the Forum announcement should be done two (2) weeks in advance.
 - 1. The Forums will address City and Community business, activities, and concerns. The Board may present updates on finances, status reports on community projects, and committee activities. The Forums will provide a place for dissemination of information to the community; provide the time to have a dialogue about issues, and a means to assess the will of the community.
 - 2. All Board Members will be responsible for notifying Stakeholders via flyers and postings in suitable locations. In addition, notices will be placed in the neighborhood press if available, and email notices may be sent as well.

ARTICLE VI — OFFICERS

1. Officers of the Board. Governing Board members occupy the five (5) GPNC officer positions: Chairperson, Vice Chairperson, Secretary, Treasurer, and Member-at-Large.

2. Duties and powers.

A. The Chairperson:

- 1. Presides at General Stakeholder and Executive Committee meetings.
- 2. Officially represents the GPNC at any coalition of neighborhood councils and acts as its spokesperson unless the Chairperson delegates this role to another Board member.
- 3. Sets the agendas for Executive Committee meetings and if the Executive Committee does not meet to establish the agenda for a General Stakeholder meeting, the Chairperson is responsible to do so.
- 4. Make determinations as to standing and special committees with Board approval.
- 5. Have general supervision of GPNC activities.
- 6. Perform such other duties as may be required.

B. The Vice Chairperson:

- 1. Presides and performs in the absence of the Chairperson.
- 2. Attends Neighborhood Council coalition meetings.
- 3. Is responsible for programs and speaker invitations for the general meetings.

4. Performs duties delegated by the Chairperson or as required.

C. The Secretary:

1. Receives materials and prepares agendas for the general meetings.
2. Provides minutes of both Executive Committee and General Stakeholder meetings and maintains permanent records thereof and assures their availability to Stakeholders upon request.
3. Reports recommendations and actions of the Board in a format separate from the minutes of the general Stakeholder meeting.
4. Is responsible for reading the minutes at the meetings for the Board's approval and accepting corrections to be made, if any.
5. Distributes meeting notices to representatives and Stakeholders as well as arranging for appropriate postings.
6. Notifies the Department of Neighborhood Empowerment (Department) of the schedule of general Stakeholder meetings.
7. If needed, may solicit an assistant with Board approval.

D. The Treasurer:

1. Receives and dispenses funds and issues receipts.
2. Makes disbursements with appropriate documentation
 - a. Without Board approval up to \$50.00
 - b. With Board approval and requiring a second signatory above that limit.
3. Establishes and maintains banking relationships.
4. Prepares monthly reports of receipts, expenditures, and balances.
5. Maintains permanent files for review and audit and assures their availability for review by Stakeholders.
6. Maintains separate records of receipts and expenditures for program-specific funds.

E. Member-at-Large:

1. Participates in Executive Committee meetings.
2. Performs other duties as assigned by the Chairperson.

3. Selection of Officers. The offices of Chairperson, Vice Chairperson, Treasurer, Secretary, and a Board Member-at Large shall be elected, by show of hands, at each year's July General Stakeholders' meeting by the members of the Governing Board. As with other GPNC elections conducted by a show of hands, a majority vote for a candidate or nominee is required for a person to prevail in the election. Board members who choose not to vote do not affect the election outcome. These officers shall constitute the Executive Committee of the Board.

4. Officer Terms. - Officers serve for one (1) year, but if reelected to the same or another Executive Committee position, may serve for no more than two (2) consecutive terms.

ARTICLE VII — COMMITTEES AND THEIR DUTIES

1. Standing. There shall be the following standing committees comprised of Board members and Stakeholders:

- Executive
- Economic Development and Land Use
- Grants and Funding
- By-laws
- Budget and Finance
- Outreach and Communications

2. Ad Hoc. Ad hoc committees may be formed to address specific problems, projects and needs.

3. Committee Creation and Authorization. The Chairperson may form new GPNC committees with approval of the Governing Board. GPNC Standing Rules define the operation and activities of committees.

ARTICLE VIII — MEETINGS

All General Stakeholder, Executive Committee, and other Committee Meetings shall be conducted in accordance with the Ralph M. Brown Act and Robert's Rules of Order as amended or implemented by the GPNC Bylaws and Standing Rules.

1. Meeting Time and Place. General Stakeholder meetings may be held monthly by the GPNC Board (with a minimum of ten (10) meetings per year). The location will be within the community, normally at the 3750 N. Verdugo Road Community Center at 7 p.m.

Special meetings may be called by the Chairperson, if approved by the Board, to address special circumstances of a timely or extraordinary nature. Stakeholders may also request that a special meeting be convened to address community concerns of major importance, and with Governing Board approval are to be scheduled with due consideration for the timeliness needed to address the concerns.

2. Agenda Setting. Agenda items for a General Stakeholder meeting are determined at a prior Executive Committee meeting. In the event that the Executive Committee is unable to perform this task, the Chairperson may establish and issue the agenda.

Suggested Agenda.

- A. Call to Order
- B. Welcome and introductions
- C. Reading of the minutes as well as official correspondence to be shared
- D. Treasurer's and committee reports
- E. Public comment on non-agenda items
- F. Unfinished and new business
- G. Program, if any
- H. Announcements
- I. Adjournment

3. Notifications/Postings. Notices will be sent to the Board members and the Department by the Secretary. Public notice of regular Stakeholder and committee meetings shall be made a minimum of seventy-two (72) hours in advance of the meeting and at least twenty-four (24) hours in advance of a special meeting. At a minimum, notice shall be posted at the GPNC's five (5) public notice locations filed with the Department.

4. Reconsideration. Subsequent to the approval of an agenda item, and so long as the implementing action has not been undertaken, a motion to "reconsider" the approved action may be proposed by a Governing Board member who previously voted on the prevailing side of the original action. If the motion is to be considered at a meeting after that in which it was approved, the Board member must have the Motion for Reconsideration placed on the agenda of the next General Stakeholder meeting. The agenda item must include the member's proposed action that may be approved by the Board, if the motion for reconsideration is approved.

ARTICLE IX — FINANCES

The GPNC agrees to comply with all financial accountability requirements as specified by the City of Los Angeles Ordinance 4174006 and in the LA City Plan for a Citywide System of Neighborhood Councils (Plan) as stated in the City's Certification Application. The GPNC further agrees to comply with all financial reporting requirements as prescribed by the Department.

- A. The Treasurer of the GPNC shall oversee and be charged with the full custody and control of all GPNC funds and assets.
- B. The Treasurer shall establish and oversee a system of bookkeeping and accounting that complies with Generally Accepted Accounting Principles and conforms to applicable local, state, and federal laws. The Treasurer may request authorization from the Board to retain professional assistance for auditing and other accounting functions.
- C. The Treasurer will be required to submit a financial report at each Board meeting, and prepare and submit an Annual Report to the Department.
- D. The Annual Report should be in the format of a Balance Sheet that outlines Income and Expense for the Fiscal Year. Purchases of over \$1000 and any other purchases that required a Demand Warrant must be listed individually.
- E. A quarterly Projected Budget is to be submitted to the Governing Board.
- F. The Treasurer must submit a "Fiscal Year End Approved Expenditure Report", at the end of each fiscal year (June). The report should list all approved expenditures that are pending payment by the Department to the vendor or service. The report is intended to give the Governing Board a true balance on hand at the end of each fiscal year. A similar report should be given to a new incoming Governing Board at the end of December after a regular election. This report will alert the new Board of pending payments approved by the previous Board.
- G. GPNC financial statements, books, invoices, bids, and Demand Warrants are City Public Records. The Treasurer must submit these to the GPNC office's Central File for retention, in order that they are available for inspection, audit, or making copies for a requesting Stakeholder. Such records are to be made available through a fair and open procedure with requestors paying the reasonable cost of making copies.

ARTICLE X — ELECTIONS

1. Administration of Election. The GPNC's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.
2. Governing Board Structure and Voting. Each Stakeholder may vote for one (1) candidate for each available Board position. See Attachment B.
3. Minimum Voting Age. Stakeholders participating in the voting process must be age eighteen (18) years or older.
4. Method of Verifying Stakeholder Status. Voters will verify their Stakeholder status through written self-affirmation. Stakeholder status may also be established by means of declaring a stake in the neighborhood and providing a form of documentation to substantiate their community interest claim.
5. Restrictions on Candidates Running for Multiple Seats. A candidate shall not run for more than one (1) position on the Board.
6. Other Election Related Language. At least three (3) months before the scheduled regular election for members of the Board, an ad hoc Election and Nomination Committee will be appointed by the Board. This Committee will affirm the arrangements for the conduct of the election, collaborating with any City entities and following authorized procedures.

ARTICLE XI — GRIEVANCE PROCESS

All Stakeholders shall be able to express concerns about the GPNC decisions and actions during the Public Comment period of a meeting. They may separately file a grievance with GPNC or file a complaint with the Department.

- A. A concern raised at a General Stakeholder meeting or at a Committee meeting shall be recorded and that body's response, if any, shall be recorded in meeting minutes.
- B. Stakeholders and entities which have contracted to provide goods or services to GPNC shall be able to file a grievance, in writing, with the Secretary or other member of the Executive Committee. The grievance process addresses only matters of procedure or policy violations, such as the Governing Board's failure to comply with approved resolutions of the Board or with the GPNC Bylaws.
- C. A grievance shall summarize its cause and the grievant's suggested remedy. The grievance shall be placed by the GPNC Secretary on the agenda of the next General Stakeholder meeting. The Board shall discuss the grievance and if not able to immediately act to address the grievance, will appoint an impartial panel of regular or Alternate Board members to investigate and issue recommendations for resolution at the following General Stakeholder

meeting. The Secretary shall provide a written response to the grievant summarizing the action agreed upon by the Governing Board. An alternate process may be adopted by mutual agreement between the Governing Board and the grievant.

- D. Complaints against the GPNC, of any nature, may be filed with the Department on a form prescribed by the Department.
- E. Board members are not permitted to file a grievance against another Board member or against the GPNC.

ARTICLE XII — PARLIAMENTARY AUTHORITY

Parliamentary Procedures based on Robert's Rules of Order will govern. Standing Rules may be written pertaining to the functions and activities of the GPNC. Upon being passed by the Board, Standing Rules will be kept current and on file with the GPNC secretary.

ARTICLE XIII — AMENDMENTS

Proposed amendments to GPNC Bylaws are, if not authored by the Bylaws Committee itself, reviewed by it before submittal with a recommendation to the Governing Board for consideration at a General Stakeholders meeting. Approval of recommended amendments requires a simple majority of the Governing Board and is subject to approval by the Department per the Plan, Article VI, section 3 (Bylaw adjustment).

ARTICLE XIV — COMPLIANCE

1. Code of Civility.

- A. Purpose of the Code. The purpose of the code of ethics is to provide guidance to Board members, committee members and community members as to the expectations and responsibilities owed when engaging in GPNC business. Legitimacy requires that all members of the organization act in the community's interest and be accountable to the community.
- B. Meetings
 - 1. All General Board, Executive Committee, and other Committee Meetings shall be conducted in accordance with:
 - 2. The Ralph M. Brown Act
 - 3. Robert's Rules of Order as amended or implemented by the GPNC Bylaws and Standing Rules.
- C. Conflicts of Interest
 - 1. All members will be governed by the Conflict of Interest Law/The Political Reform Act of 1974.
 - 2. A Conflict occurs any time business is before you that involves:
 - a. A business in which you or a member of your family has an investment;
 - b. An entity of which you are an officer or director or hold some position of management;
 - c. Real property in which you or a member of your family has an interest;

- d. A source of income to you or a member of your immediate family;
 - e. A source of gifts to you;
 - f. Any person or entity with which you have a relationship other than in your capacity as a city official (e.g. a friend, person with whom you have a business relationship, or an organization in which you hold some position of importance.)
3. All members will announce when such a conflict of interest arises at the beginning of the discussion of any such matter and shall abstain from voting on any matter in which they have such a conflict.
- D. Written Acknowledgement - Upon approval of this Article or upon election to the Board or committees, each person shall sign a written acknowledgement affirming that:
- 1. They have read and understand the Bylaws;
 - 2. They have reviewed, understand and will follow the City Ethic Commission's Ethics Handbook for Neighborhood Council Governing Board Members;
 - 3. They will announce when a conflict arises and recuse themselves from the proceedings;
 - 4. They will to the best of their ability and understanding abide by the Ralph M. Brown Act, Conflict of Interest Law / The Political Reform Act of 1974, and common sense.
- E. Enforcement - Failure to comply with code of ethics may be cause for removal.
- F. GPNC Code of Civility (Approved On August 18, 2009):

Collectively and individually, the members of the GPNC agree to follow this Code of Civility to ensure that the City's business is conducted in an effective, respectful and courteous manner.

By adoption of the motion, the Board collectively and individually agrees that abiding by this code is essential to facilitate the achievement of the purposes of GPNC, as are set forth in our bylaws. The Code, as adopted, will be equally applicable to future members of the Governing Board, but may be amended as is found necessary and appropriate in the future.

- 1). We will each conduct ourselves in a professional and civil manner at all times as a representative of the City of Los Angeles and of the GPNC.*
- 2). During Governing Board and committee meetings we will be considerate of the time commitments of members and the public, being brief in our comments, staying on-topic, and respecting the directions given by the Chairperson that accord with Robert's Rules of Order.*
- 3). When disagreement or differences of opinion occur, I will demonstrate esteem and deference for my colleagues and the public.*
- 4). I commit to communicate my ideas and points of view clearly, without excessive preamble, and allow others to do the same without interruption.*
- 5). The use of abusive, threatening, obscene, or slanderous language or gestures does not*

benefit a representative of the City, or advance the purposes of the council, and is not acceptable in any meeting.

6). Derogatory language about ethnicity, race, sexuality, age, disability, country of origin, or religion is not acceptable.

7). I commit to learn the applicable laws and ordinances and the bylaws which regulate the conduct of the GPNC and its' Board members.

8). I will present information truthfully.

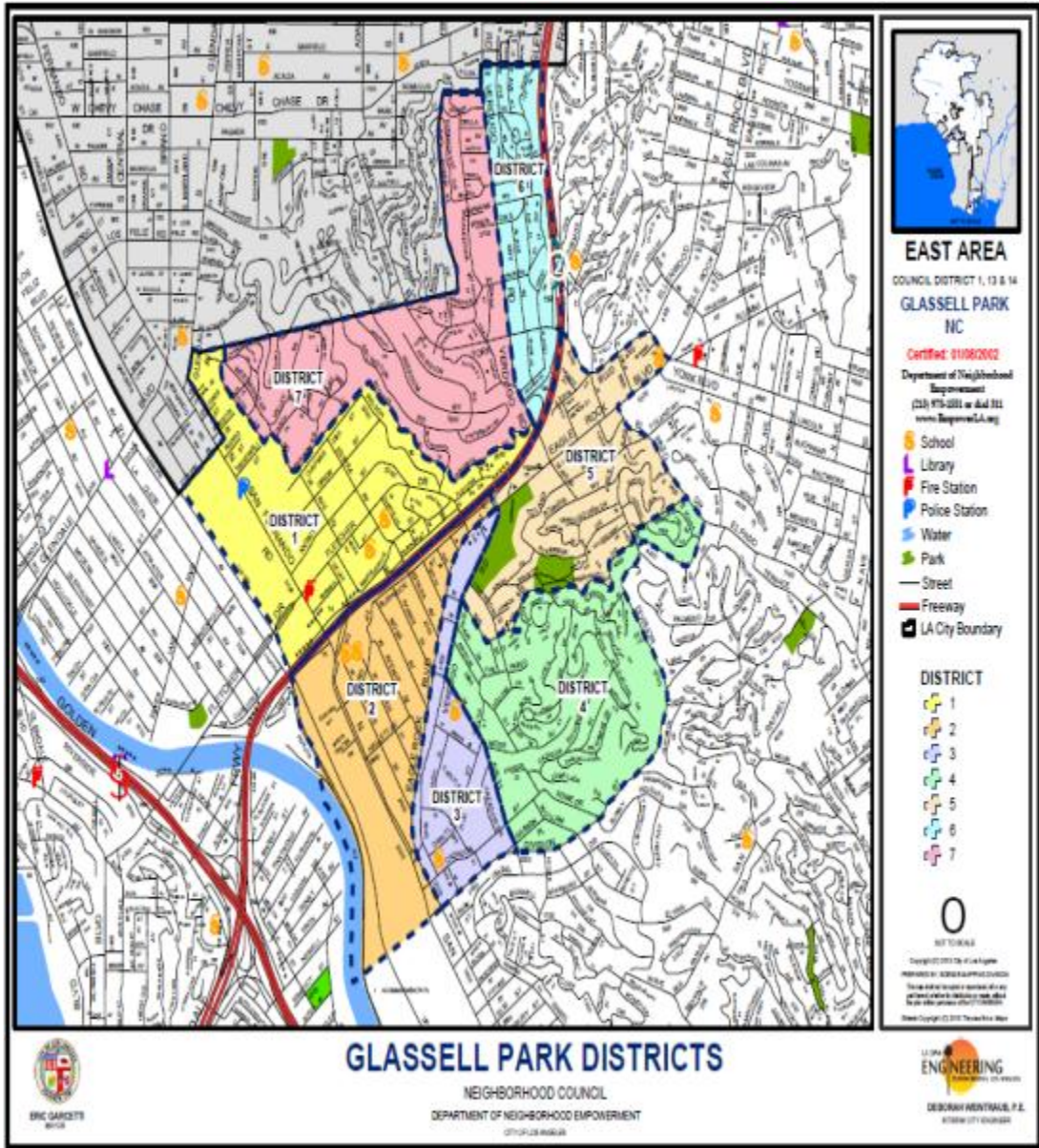
9). If personal interests may influence my ability to be impartial on a subject, I will publicly disclose that a conflict may exist, refrain from participating in relevant discussions, and recuse myself from voting.

10). I owe it to my colleagues and the public to make the best possible effort to be prepared for each meeting, doing homework as necessary to understand the issues before me as a representative of the City of Los Angeles.

2. Training. Members will participate in all training that is made available and is required by the City within sixty (60) days of being seated after an election.

3. Self Assessment. Board members will conform to the Department requirements to complete neighborhood council self assessment documentation.

ATTACHMENT A - Map of Glassell Park Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Glassell Park Neighborhood Council – 15 Board Seats

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|--|------------|-----------------------|---|---|
| At-Large Representative Term: 2 Years | 1 | Elected | Stakeholder who is 18 years of age or older with community interest within the GPNC boundaries. | Stakeholders who are 18 years or older. |
| Area 1 Representative Term: 2 Years | 1 | Elected | Stakeholder who resides within Area 1 and who is 18 years or older. | Stakeholders who are 18 years or older. |
| Area 2 Representative Term: 2 Years | 1 | Elected | Stakeholder who resides within Area 2 and who is 18 years or older. | Stakeholders who are 18 years or older. |
| Area 3 Representative Term: 2 Years | 1 | Elected | Stakeholder who resides within Area 3 and who is 18 years or older. | Stakeholders who are 18 years or older. |
| Area 4 Representative Term: 2 Years | 1 | Elected | Stakeholder who resides within Area 4 and who is 18 years or older. | Stakeholders who are 18 years or older. |
| Area 5 Representative Term: 2 Years | 1 | Elected | Stakeholder who resides within Area 5 and who is 18 years or older. | Stakeholders who are 18 years or older. |

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|---|-------------------|------------------------------|---|---|
| Area 6 Representative Term: 2 Years | 1 | Elected | Stakeholder who resides within Area 6 and who is 18 years or older. | Stakeholders who are 18 years or older. |
| Area 7 Representative Term: 2 Years | 1 | Elected | Stakeholder who resides within Area 7 and who is 18 years or older. | Stakeholders who are 18 years or older. |
| Business Representatives Term: 2 Years | 3 | Elected | Stakeholders with business interests within the GPNC boundaries who are 18 years or older. | Stakeholders who are 18 years or older. |
| Institutional Representative, Faith-Based Term: 2 Years | 1 | Elected | Stakeholder with interests in faith-based institutions within the GPNC boundaries who is 18 years or older. | Stakeholders who are 18 years or older. |
| Institutional Representative, Educational Term: 2 Years | 1 | Elected | Stakeholder with interests in educational institutions within the GPNC boundaries who is 18 years or older. | Stakeholders who are 18 years or older. |
| Organizational Representatives Term: 2 Years | 2 | Elected | Stakeholders with interests in organizations within the GPNC boundaries who are 18 years or older. | Stakeholders who are 18 years or older. |