

**BYLAWS
OF
THE P.I.C.O. NEIGHBORHOOD COUNCIL**

Table of Contents

Article I	NAME.....	3
Article II	PURPOSE.....	3
Article III	BOUNDARIES.....	3
	Section 1: Boundary Description	
	Section 2: Internal Boundaries	
Article IV	STAKEHOLDER.....	5
Article V	GOVERNING BOARD.....	5
	Section 1: Composition	
	Section 2: Quorum	
	Section 3: Official Actions	
	Section 4: Terms and Term Limits	
	Section 5: Duties and Powers	
	Section 6: Vacancies	
	Section 7: Absences	
	Section 8: Censure	
	Section 9: Removal	
	Section 10: Resignation	
	Section 11: Community Outreach	
Article VI	OFFICERS.....	10
	Section 1: Officers of the Board	
	Section 2: Duties and Powers	
	Section 3: Selection of Officers	
	Section 4: Officer Terms	
Article VII	COMMITTEES AND THEIR DUTIES.....	11
	Section 1: Standing	
	Section 2: Ad Hoc	
	Section 3: Committee Creation and Authorization	
Article VIII	MEETINGS.....	12
	Section 1: Meeting Time and Place	
	Section 2: Agenda Setting	
	Section 3: Notifications/Postings	
	Section 4: Reconsideration	
Article IX	FINANCES.....	13
Article X	ELECTIONS.....	14
	Section 1: Administration of Election	
	Section 2: Governing Board Structure and Voting	
	Section 3: Minimum Voting Age	
	Section 4: Method of Verifying Stakeholder Status	
	Section 5: Restrictions on Candidates Running for Multiple Seats	
	Section 6: Other Election Related Language	

Article XI	GRIEVANCE PROCESS.....	14
Article XII	PARLIAMENTARY AUTHORITY.....	15
Article XIII	AMENDMENTS.....	15
Article XIV	COMPLIANCE.....	15
	Section 1: Code of Civility	
	Section 2: Training	
	Section 3: Self Assessment	
	ATTACHMENT A – Map of Neighborhood Council.....	17
	ATTACHMENT B - Governing Board Structure and Voting.....	18

ARTICLE I

Name

The name of the Neighborhood Council shall be P.I.C.O. (People Involved in Community Organizing) Neighborhood Council, hereinafter referred to as the P.I.C.O. NC or the Neighborhood Council.

ARTICLE II

Purpose

The P.I.C.O. NC will empower and support our residents, neighborhood associations, businesses, schools and nonprofit organizations (those groups that directly affect our residents).

The P.I.C.O. NC will keep our stakeholders informed about city events and issues which affect them;

The P.I.C.O. NC will work directly, and through other organizations, to improve our neighborhood in areas that affect the livability and well-being of our area, with a particular focus on the following: beautification efforts, school support, traffic reduction and monitoring, safety issues, and issues affecting our senior citizens; and,

The P.I.C.O. NC will serve as effective advocates for our neighborhood by monitoring the activities of, and communicating and working with, appropriate agencies, departments and elected officials of the City, and by effectively addressing the needs, concerns and aspirations identified by our community.

The P.I.C.O. NC shall promote inclusiveness by representing the many diverse interests in communities and encouraging said diverse interests to work together in addressing community concerns. Best efforts shall be used in scheduling meetings to avoid conflicts on dates of social and religious significance.

ARTICLE III

Boundaries

Section 1. BOUNDARY DESCRIPTION.

The geographic boundaries of the P.I.C.O. NC are as follows:

North: The south side of Olympic Boulevard from La Cienega Boulevard to San Vicente Boulevard, the south side of San Vicente Boulevard to Cochran Avenue, the east side of Cochran Avenue to Olympic Boulevard, the south side of Olympic Boulevard to La Brea Avenue.

South: The north side of Venice Boulevard from La Brea Avenue to La Cienega Boulevard.

East: The west side of La Brea Avenue from Olympic Boulevard to Venice Boulevard.

West: The east side of La Cienega Boulevard north to Olympic Boulevard.

Section 2. INTERNAL BOUNDARIES

South Carthay

North: South side of Olympic Boulevard

South: North side of Pico Boulevard

East: West side of alley between Stearns Drive and Crescent Heights Boulevard

West: West side of Alfred Street

Carthay Square

North: South side of Olympic Boulevard

South: North side of Pico Boulevard

East: West side of Fairfax Avenue

West: East side of alley between Stearns Drive and Crescent Heights Boulevard

Wilshire Vista

North: South side of San Vincente Boulevard

South: North side of Pico Boulevard

East: East side of Hauser Boulevard

West: East side of Fairfax Avenue

Wilshire Vista Heights

North: South side of San Vincente Boulevard

South: North side of Pico Boulevard

East: West side of Cochran Avenue

West: West side of Ridgeley Drive

Redondo Sycamore

North: South side of Olympic Boulevard

South: North side of San Vincente Boulevard

East: West side of La Brea Avenue

West: East side of Cochran Avenue

C.H.A.P.S.

North: South side of Pico Boulevard

South: North side of Airdrome Street

East: West side of Crescent Heights Boulevard

West: East side of La Cienega Boulevard

Neighbors United

North: South side of Pico Boulevard from east side of Crescent Heights Boulevard to west side of Fairfax Avenue

South: North side of Venice Boulevard

East: West side of Fairfax Avenue

West: East side of La Cienega Boulevard to south side of Airdrome Street and east side of Crescent Heights Boulevard to Pico Boulevard

Picfair Village

North: South side of Pico Boulevard
South: North side of Venice Boulevard
East: West side of Hauser Boulevard
West: East side of Fairfax Avenue

Pico Park

North: South side of Pico Boulevard
South: North side of Venice Boulevard
East: West side of Cochran Avenue
West: East side of Hauser Boulevard

Pico Del Mar

North: South side of Pico Boulevard
South: North side of Venice Boulevard
East: West side of La Brea Avenue
West: East side of Cochran Avenue

Wilshire Highlands

North: South side of San Vincente Boulevard
South: North side of Pico Boulevard
East: West side of La Brea Avenue
West: East side of Cochran Avenue

The responsibility for any public entity (e.g. parks, libraries, etc) that falls on the P.I.C.O. NC boundaries and also falls on the boundaries of any adjacent Neighborhood Council will be equally shared by all councils affected.

The boundaries of the P.I.C.O. NC are set forth in Attachment A – Map of P.I.C.O. Neighborhood Council.

ARTICLE IV

Stakeholder

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V

Governing Board

Section 1. COMPOSITION.

The business of the P.I.C.O. NC shall be conducted by a Board of Directors (“Board”) consisting of twenty-four (24) elected and appointed Board Members (“Board Members”).

A. Elected and Appointed Seats.

Membership of the Board shall include persons elected by and representing the following constituencies within the boundaries of the P.I.C.O. NC:

- i) one (1) representative from each of the eleven (11) residential areas defined in the “Internal Boundaries” - each Board Member shall be a resident of the residential area s/he wishes to represent. Only residents of the residential association area shall be eligible to vote in the election of the residential area’s representative.
- ii) two (2) representatives of business - persons (a) owning or operating a business within the P.I.C.O. NC boundaries, (b) employed by a business association serving the community, c) or recommended by an existing business improvement district within the geographic boundaries of the P.I.C.O. NC., shall be eligible for election to the Neighborhood Council as a Business Representative. Business Representatives shall be elected by business owners, business managers, and employees of business associations operating within the boundaries of the Neighborhood Council.
- iii) two (2) education representatives - these positions shall be filled by and elected by teachers or school administrators employed within and/or living in the Neighborhood Council area.
- iv) three (3) service/non-profit organization representatives - these positions shall be open to any employee or authorized representative of a religious or service organization located within and serving the Neighborhood Council area. Employees of religious or non/profit organizations located within and serving the Neighborhood Council area shall elect these representatives.
- v) one (1) representative of persons employed by a business - any person employed within the Neighborhood Council boundaries, or recommended by an existing business improvement district within the geographic boundaries of the P.I.C.O. NC, shall be eligible for election to this position. Only persons employed within the area of the Neighborhood Council shall be permitted to vote for the Employee Representative.
- vi) one (1) senior citizen representative, aged fifty-five (55) or older - this position is open to any person fifty-five (55) years of age or older who is a Stakeholder within the Neighborhood Council boundaries. Only persons fifty-five (55) years of age or older shall be allowed to vote for this representative.
- vii) one (1) youth representative, aged fifteen (15) to twenty-one (21) - this position is open to any person age fifteen (15) to twenty-one (21) living in or attending school in the Neighborhood Council area. The appointment of Youth Representative shall be made by the Board from a list of eligible candidates after consideration of each candidate’s interest in the position and his stated qualifications.
- viii) two (2) at large representatives - these positions are open to a resident or non-resident of the Neighborhood Council area who have an interest in the community represented by the Council. The Board shall appoint the At-Large Representative from a list of eligible candidates after consideration of the contribution each might make to the Neighborhood Council area.
- ix) one (1) community interest representative – this position is open to any Stakeholder.

B. Appointment of Alternates.

Each Board Member shall appoint an Alternate from his stakeholder constituency who may vote in the absence of the Board Member and report to the Board Member and the representative's constituency.

Section 2. QUORUM.

Thirteen (13) of the total elected and appointed Board Members shall constitute a quorum for transaction of business at any meeting.

Section 3. OFFICIAL ACTIONS.

The act of a majority of Board Members at a meeting at which a quorum is in attendance shall be the act of the Board, unless a greater number is required by law.

Section 4. TERMS AND TERM LIMITS

Each elected and appointed seat shall have a term of four (4) years or until a successor is appointed.

The intent of the Board is to establish a staggered election system where approximately half of the Board is elected at each City conducted election beginning with the City Clerk conducted 2010 election. These positions shall be elected to a one (1) time, two (2) year term beginning in year 2010: Business Representatives (2), Education Representatives (2), Service/Non-profit Representatives (3), Employee Representatives (1), Senior Representatives (1) and the appointed seats. Beginning in 2012, these seats shall also have four (4) year terms. In 2010, the Residential Association Representative positions shall be elected for a duration of four (4) years or until a successor is elected or appointed.

Beginning with the City conducted 2012 election, and each election thereafter, each and every Board seat shall be elected for the duration of four (4) years or until a successor is elected or appointed.

Section 5. DUTIES AND POWERS

A. Responsibilities.

- i) Each Board Member shall communicate regularly with his constituency, providing it with information on the decisions of the Board of Directors and the activities of the Neighborhood Council.
- ii) Each Board Member shall complete all training required by the Department of Neighborhood Empowerment ("Department").

B. Active Participation.

- i) Every Board Member shall participate in a minimum of three (3) projects per year to the extent that said projects do not constitute any known health risk and is acceptable to the Board Member.

- ii) Every Board Member is responsible for participating in P.I.C.O. NC's outreach efforts.
- iii) Every Board Member shall be actively involved with a minimum of one (1) committee.
- iv) Board Members will use their best efforts to communicate their absence to the Board and their alternate prior to meeting.

Section 6. VACANCIES.

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated seat. Any Stakeholder interested in filling a vacant seat shall submit a written application to the Secretary within one hundred and twenty (120) days of date the seat becomes vacant. After the lapse of one hundred and twenty (120) days, the Secretary shall forward the names of all applicants to the President. The President shall have discretion to appoint the vacancy from the applicants among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacant seat.

If best efforts fail to produce a candidate within the first one hundred and twenty (120) days of vacancy, or no majority vote can be reached within one hundred and twenty (120) days of the vacancy, the vacancy shall become an At Large position which may be filled by a resident or non-resident who has an interest in the community represented by the Neighborhood Council until the next election.

Following the City conducted election and the selection of a Board President, the President shall within forty-five (45) days of assuming office appoint a qualified Stakeholder to the any elected seat left vacant subject to a majority vote of the Board at a public meeting. If the seat is not filled within forty-six (46) days\ after the President assumes office, the seat shall be filled in accordance with vacancy provision described in Article V, Section 6 "Vacancies."

Section 7. ABSENCES

Any Board Member who fails to attend three (3) general meetings of the Board within a six (6) month period without either a) the acceptance from the Executive Committee for his absence or b) the attendance of his Alternate in his absence shall be regarded as having voluntarily resigned from the Board of Directors. The Board of Directors may then fill that vacant position as directed in Article V, Section 6 "Vacancies".

Section 8. CENSURE

The Neighborhood Council can take action to publically reprimand a Board Member for actions conducted in the course of P.I.C.O. NC business by censuring the Board Member at a Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9. REMOVAL OF GOVERNING BOARD MEMBERS

The Neighborhood Council shall consult with the Office of the City Attorney throughout any Board removal process. Board Members may be removed in the following ways:

A. Petition by a Stakeholder. A Board Member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board

Member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of twenty-five (25) applicable Stakeholders.

Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Neighborhood Council meeting.

Removal of the identified Board Member requires a two-thirds (2/3) majority of the seated Board Members.

The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

B. Petition by Board. A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Neighborhood Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least five (5) Board Members.

The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board meeting.

Removal of the identified Board member requires a two-thirds (2/3) majority of the seated Board Members.

The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

Section 10. RESIGNATION

A Board Member may resign from the Neighborhood Council by submitting a letter of resignation to the Secretary and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation. Resignations do not need acceptance by the Board.

Section 11. COMMUNITY OUTREACH

The P.I.C.O. NC shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Neighborhood Council, including its Board elections, to find future leaders of the Neighborhood Council, and to encourage all Stakeholders to seek positions within the P.I.C.O. NC.

The Neighborhood Council shall maintain a web site presence to disseminate information to Stakeholders and others interested in the P.I.C.O. NC.

ARTICLE VI

Officers

Section 1. OFFICERS OF THE BOARD.

The Board of the P.I.C.O. NC shall have the following officers: President, Vice President, Treasurer, Secretary, and Communications Director.

Section 2. DUTIES AND POWERS.

A. *President.*

The President shall preside at all Board and Executive Committee meetings, present the annual report on the work of the Neighborhood Council to the Board at the meeting preceding the fiscal year end. , and ensure that all materials and reports required by law, the Department and the City of Los Angeles are properly retained or filed. The duties of the President shall also include overseeing and coordinating all committees. The President shall determine the division of these duties with the approval of the Boar.

B. *Vice President.*

The Vice President shall serve as President pro tem in the absence or incapacity of the President and shall perform such other duties at the direction of the President or Board. If the President resigns from office the Vice President shall serve as President pro tem until the Board chooses a new President or until the next election of officers, whichever the Board chooses.

C. *Treasurer.*

The Treasurer shall have the custody and control of all monies belonging to the Neighborhood Council. The Treasurer shall maintain all financial records and shall prepare and transmit all financial reports and information required by the City or any granting agency. The Treasurer shall facilitate the preparation, completion and submission of materials necessary for the request of funds needed to conduct council business.

The Treasurer shall provide a financial report to the Board at their regular meeting or as directed by the President. The Treasurer shall maintain transparency by publishing the reports to the website via the Communications Director.

D. *Secretary.*

The Secretary shall complete the minutes of each Board meeting and the Annual Stakeholder Meeting within two (2) weeks following the meeting. This schedule will allow Board Members to review the minutes and make any corrections or additions at the next meeting. The duties of the Secretary shall include maintaining the records of the Neighborhood Council and filing any certificates required by the Department or other departments of the City of Los Angeles. The Secretary shall post the notice of each forthcoming meeting at the designated public notice locations. The Secretary shall prepare and mail any correspondence from the Neighborhood Council as directed by the President or Board.

E. Communications Director.

The Communications Director shall have responsibility for maintaining and updating the Neighborhood Council's website and for email notification to Board Members of forthcoming meetings. In the temporary absence of both the President and the Vice President, the Communications Director shall assume their responsibilities.

Section 3. SELECTION OF OFFICERS.

Only members of the Board may be nominated for officer positions. Each officer should have a year of service on the Board before being eligible to accept office.

Section 4. OFFICER TERMS.

Each officer shall have a term of two (2) years or until a successor is elected at a public Board meeting. No member of the Board may serve more than two (2) consecutive terms in the same position or more than an aggregate of eight (8) years.

ARTICLE VII

Committees and Their Duties

Section 1. STANDING COMMITTEES.

The Board shall have the following standing committees: the Executive Committee, the Bylaws Rules & Election Committee, the Outreach Committee, Land Use and the Finance Committee. Each of these committees may include Stakeholders who are not members of the Board as well as Board Members.

The Board shall create additional Standing Committees with such membership, powers, and duties as shall be authorized by the Board.

The Executive Committee of the Board shall include all the officers of the Board and the standing committee heads. The Executive Committee is responsible for handling operational matters that arise between regular Board meetings. A minimum of one (1) year service is required to be eligible for a position on the Executive Committee. It shall be the task of the Executive Committee to formulate the agenda for the next Board meeting.

Section 2. AD HOC COMMITTEES.

The Board shall have the power to create ad hoc committees with such membership, powers and duties and for such terms as shall be authorized by the Board.

Section 3. COMMITTEE CREATION, AUTHORIZATION & GENERAL RESPONSIBILITIES.

A. Appointments.

The chairperson and members of each Standing, Ad Hoc Committee of the Neighborhood Council shall be appointed by the Board Members during a public meeting.

B. Authority.

No committee shall have the power to obligate the Neighborhood Council or enter into any agreement binding upon the Neighborhood Council.

C. Accountability.

All committees are only advisory in nature and are accountable directly to the Board. They shall report on their activities and actions at each regular meeting of the Board.

Each Standing Committee shall meet regularly at a time and place determined by its chairperson. A schedule of the committee meetings shall be provided to Board.

Minutes of committee meetings are required and shall include names of attendees and votes on all actions taken. Minutes shall be submitted to the Secretary prior to the next regular meeting of the Board.

ARTICLE VIII

Meetings

Section 1. MEETING TIME AND PLACE

The Board shall meet not less than quarterly to conduct Neighborhood Council business. All Board meetings shall be open to the public and the attendance of Stakeholders shall be encouraged.

Special meetings of the Board may be called by the President or requested of the Secretary by any three (3) Board Members. The Secretary shall inform the President within twenty-four (24) hours of receipt of the request. The President shall respond within forty-eight (48) hours. The person or persons calling the special meeting shall fix the time and place of the meeting and provide notice in accordance with Article VIII.

Section 2. AGENDA SETTING.

Stakeholders may submit proposed agenda items in writing the secretary or via the Neighborhood Council website.

Section 3. NOTIFICATIONS AND POSTINGS.

Notice of regular Board meetings shall be given at least seventy-two (72) hours prior to such meeting. Said notices shall be by written notice to each Board Member delivered by electronic mail, posted on the Neighborhood Council website, and posted to areas within the geographic boundary of the P.I.C.O. NC as declared in the Standing Rules. The business to be transacted at a special meeting shall be specified in the notice of such meeting twenty-four (24) hours prior to the meeting. Any Board Member may waive notice of any meeting.

Section 4. RECONSIDERATION

The Board will follow Robert's Rules of Order regarding reconsiderations.

ARTICLE IX

Finances

OPERATIONS.

A. Accounts & Reports.

i) The Treasurer shall set up and maintain an accounting-record keeping system for the Neighborhood Council in accordance with local, State and Federal laws and in accordance with the Generally Accepted Accounting Principles (GAAP).

ii) The Treasurer shall prepare and submit to the Department all financial and accounting statements requested by that agency. Separate statements shall be submitted describing the use of grant funding or other funds. The Neighborhood Council shall allow the Department full review of the P.I.C.O. NC's accounting procedures and records.

B. Funding Priority

Funding Requests that demonstrate a geographic nexus to the geographic boundaries of the P.I.C.O. NC will have first priority over other requests for funds.

STAKEHOLDER REVIEW

Stakeholders in the Neighborhood Council may review the P.I.C.O. NC's financial records upon a written request to the Treasurer. The Treasurer shall establish fair and open procedures to permit such a review within a reasonable time of receipt of the request. All requests for review of a substantial nature shall be directed to the Department.

ARTICLE X

Elections

- Section 1. ADMINISTRATION OF ELECTIONS.** The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.
- Section 2. GOVERNING BOARD STRUCTURE AND VOTING.** The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.
- Section 3. MINIMUM VOTING AGE.** All Stakeholders aged eighteen (18) and above shall be entitled to vote in the Neighborhood Council elections.
- Section 4. METHOD OF VERIFYING STAKEHOLDER STATUS.** Voters will verify their Stakeholder status through written self-affirmation.
- Section 5. RESTRICTIONS ON CANDIDATES RUNNING FOR MULTIPLE SEATS.** A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.
- Section 6. OTHER ELECTION RELATED LANGUAGE.** Not applicable.

ARTICLE XI

Grievance Process

Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Board meeting.

At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

Within two (2) weeks of the panel's selection, the Board 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.

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 Board meeting.

This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. 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 P.I.C.O. NC meetings.

Board Members are not permitted to file a grievance against another Board Member or against the Neighborhood Council.

ARTICLE XII

Parliamentary Authority

The P.I.C.O. NC shall comply with all the applicable requirements of the Brown Act and a Simplified Form of Robert's Rules of Order that is published on the Neighborhood Council website. For any items not covered in the Simplified Form, Robert's Rules of Order will prevail.

ARTICLE XIII

Amendments

Proposed amendment(s) to these Bylaws shall be submitted to the Bylaws Rules and Elections Committee to be agendaized at their next scheduled meeting. Upon completion of review by the Bylaws Rules and Elections Committee, the proposed amendment(s) to the Bylaws and the Committee's recommendations must be submitted in writing to the Secretary. The Secretary shall submit the language and recommendation of the Bylaws Rules and Elections Committee to the Board of Directors at least thirty (30) days prior to the meeting in which it shall be placed on the agenda.

After proper notification as required under the Brown Act, the Board shall discuss proposed amendment(s) to the Neighborhood Council Bylaws at the Board meeting. Upon approval of such change(s) by two-thirds (2/3) vote of the seated Board Members, the Board shall submit those changes to the Department for review and approval.

ARTICLE XIV

Compliance

The P.I.C.O. NC, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board, the Plof Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Neighborhood Councils, 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 Neighborhood Council, its representatives, and all Community Stakeholders shall conduct all P.I.C.O. NC business in a civil, professional and respectful manner.

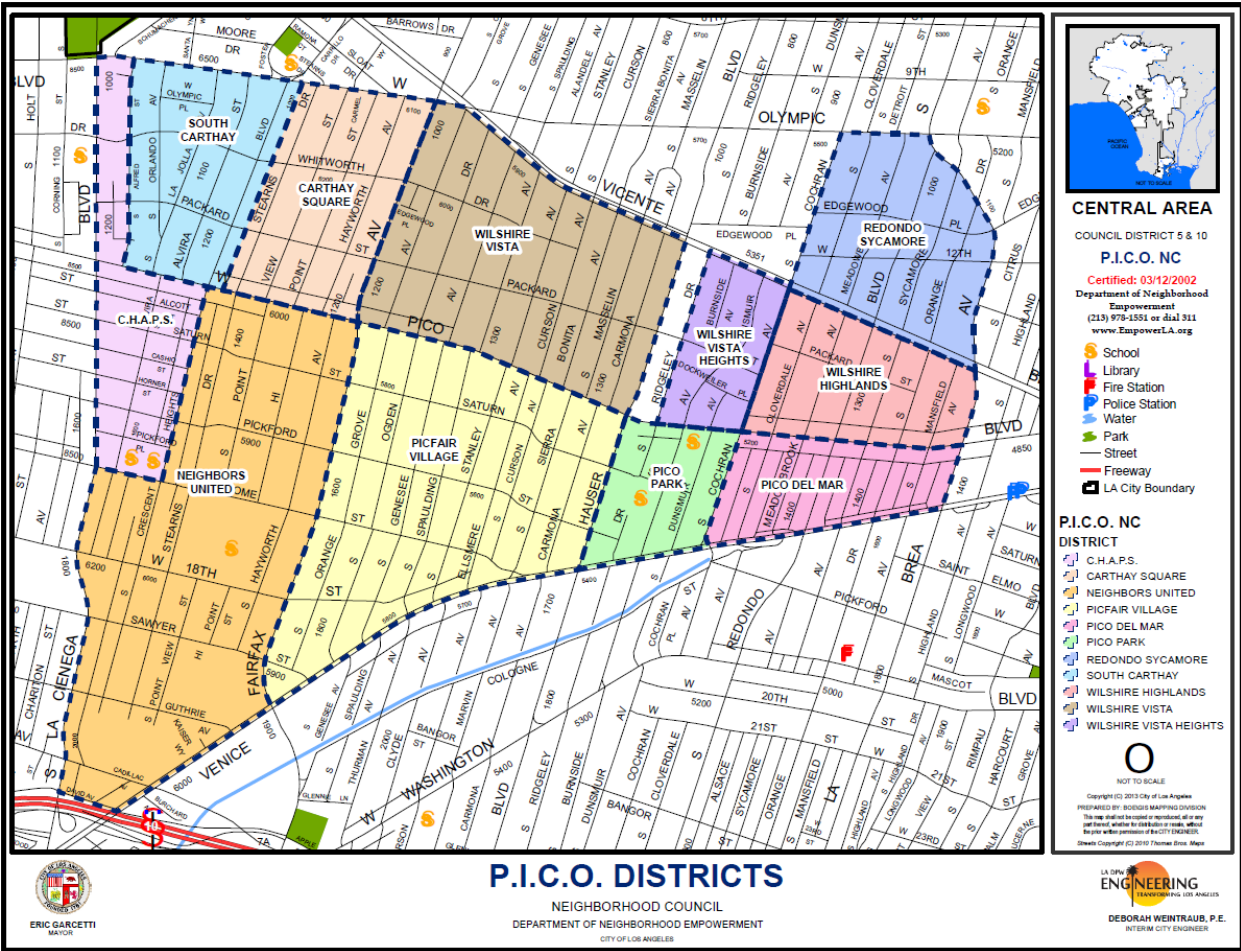
Section 2. Training

All Board Members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights in areas of financial and land-use matters until such training has been completed. Board Members will submit certification of completion to the Secretary. All Board Members are encouraged to take funding, workplace violence and sexual harassment training. The Treasurer shall also be required to take any training required by the Department for this position.

Section 3. Self Assessment

Every year, the P.I.C.O. NC shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of P.I.C.O. Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

P.I.C.O. Neighborhood Council – 24 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Community Interest Representative Term: 4 Years	1	Elected	Stakeholder who is 18 years or older.	Stakeholders who are 18 years or older.
Business Representatives Term: 4 Years	2	Elected	Persons who are 18 years or older who own or operate a business within the P.I.C.O. NC boundaries, are employed by a business association serving the community, or are recommended by an existing business improvement district within the geographic boundaries of the P.I.C.O. NC shall be eligible for election to the Neighborhood Council as a Business Representative.	Business Representatives shall be elected by business owners, business managers, or employees of a business association operating within the boundaries of the Neighborhood Council and who are 18 years or older.
Employee Representative Term: 4 Years	1	Elected	Any person 18 years or older who is employed within the Neighborhood Council boundaries, or is recommended by an existing business improvement district within the geographic boundaries of the P.I.C.O. NC shall be eligible for election to this position.	Only persons who are 18 years or older and employed within the area of the Neighborhood Council shall be permitted to vote for the Employee Representative.
Education Representatives Term: 4 Years	2	Elected	These positions shall be filled by teachers or school administrators employed within and/or living in the Neighborhood Council area and who are 18 years or older.	Residential stakeholders and those working at any school located within the boundaries of the P.I.C.O. NC and who are 18 years or older may vote.
Service/Non-Profit Organization Representatives Term: 4 Years	3	Elected	These positions shall be open to anyone 18 years or older who is an employee of a religious or service organization located within and serving the Neighborhood Council area.	Employees who are 18 years or older, of religious or non/profit organizations located within and serving the Neighborhood Council representatives.
Senior Citizen Representative Term: 4 Years	1	Elected	This position is open to any person 55 years or older who is a stakeholder within the Neighborhood Council.	Only persons 55 years or older shall be allowed to vote for their representative.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Residential Association Representative: South Carthay Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the South Carthay Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the South Carthay Neighborhood Association and who are 18 years or older.
Residential Association Representative: Carthay Square Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the Carthay Square Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the Carthay Square Neighborhood Association and who are 18 years or older.
Residential Association Representative: Wilshire Vista Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the Wilshire Vista Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the Wilshire Vista Neighborhood Association and who are 18 years or older.
Residential Association Representative: Wilshire Vista Heights Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the Wilshire Vista Heights Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the Wilshire Vista Heights Neighborhood Association and who are 18 years or older.
Residential Association Representative: Wilshire Highlands Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the Wilshire Highlands Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the Wilshire Highlands Neighborhood Association and who are 18 years or older.
Residential Association Representative: Redondo Sycamore Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the Redondo Sycamore Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the Redondo Sycamore Neighborhood Association and who are 18 years or older.
Residential Association Representative: Pico Park Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the Pico Park Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the Pico Park Neighborhood Association and who are 18 years or older.
Residential Association Representative: Pico Del Mar Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the Pico Del Mar Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the Pico Del Mar Neighborhood Association and who are 18 years or older.
Residential Association Representative: Picfair Village Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the Picfair Village Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the Picfair Village Neighborhood Association and 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
Residential Association Representative: Neighbors United Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the Neighbors United Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the Neighbors United Neighborhood Association and who are 18 years or older.
Residential Association Representative: C.H.A.P.S. Neighborhood Association Term: 4 Years	1	Elected	A stakeholder who is a resident of the C.H.A.P.S. Neighborhood Association and who is 18 years or older.	Stakeholders who are residents of the C.H.A.P.S. Neighborhood Association and who are 18 years or older.
At Large Representatives Term: 4 Years	2	Appointed	These positions are open to non-residents of the Neighborhood Council area who have an interest in the community represented by the council.	The Board of Directors shall appoint the At-Large Representative from a list of eligible candidates after consideration of the contribution each might make to the Neighborhood Council area.
Youth Representative Term: 4 Years	1	Appointed	This position is open to any person 15 to 21 years living or attending school in the Neighborhood Council area.	The Board of Directors shall appoint the Youth Representative from a list of eligible candidates after consideration of the contribution each might make to the Neighborhood Council area.