

(NC-Approved Revisions -Dated 11/28/2012)

**BY-LAWS OF THE
BEL AIR–BEVERLY CREST NEIGHBORHOOD COUNCIL**

ARTICLE 1

NAME AND AREA REPRESENTED

The name of this neighborhood council of the City of Los Angeles (the “City”) shall be the Bel Air–Beverly Crest Neighborhood Council, which hereinafter may also be referred to as the “BABCNC” or “Council.”

The area included in the BABCNC is defined by the following: (a) on the west by I-405 between Mulholland Drive and Sunset Boulevard, (b) on the north by Mulholland Drive between I-405 and Laurel Canyon Boulevard, (c) on the south by Sunset Boulevard between I-405 and Laurel Canyon Boulevard, and (d) on the east by Laurel Canyon Boulevard between Mulholland Drive and Sunset Boulevard. The area so defined excludes the incorporated limits of the City of Beverly Hills.

ARTICLE 2

MISSION

The mission of the Bel Air–Beverly Crest Neighborhood Council is:

- A. To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this neighborhood council, the delivery of City services to the stakeholders of this neighborhood council, and matters of a City-wide nature. .
- B. To advise the City concerning City governance, the needs of this neighborhood council, the delivery of City services to the Stakeholders of this neighborhood council, and matters of a City wide nature.

ARTICLE 3

DEFINITIONS

- 3.1. “Ad Hoc Committee” shall mean a committee of the Board of the BABCNC established under Article 10.2 of these Bylaws to address a specific issue or problem, which shall be disbanded upon resolution of the issue or problem.
- 3.2. “Business” shall mean any business entity, regardless of business type, or groups of businesses, engaged in commerce within the territorial boundaries of the BABCNC.
- 3.3. “BABCNC” or “Council” shall mean the Bel Air-Beverly Crest Neighborhood Council of the City of Los Angeles, California.
- 3.4. “Board” shall mean collectively the elected or appointed Members of the BABCNC, which in its capacity acts as an advisory board to the City of Los Angeles.
- 3.5. “Bylaws” shall mean these Bylaws of the Bel Air-Beverly Crest Neighborhood Council.
- 3.6. “Certification” shall mean the process by which the Board verifies the accuracy and truthfulness of documents submitted to it upon which it is called upon to take official action.
- 3.7. “Chair” shall mean the person elected or appointed to head a committee of the Board, to run its scheduled meetings, and to report to the Board committee work accomplished committee monthly meetings.
- 3.8. “City” shall mean the City of Los Angeles, California.
- 3.9. “Board Member” or “Member” shall mean a representative of a Stakeholder Group or a Member At-Large.
- 3.10. “Educational Institutions” shall mean those institutions of learning, public or privately supported, whether non-sectarian or religious based.
- 3.11. “Ethics Laws” shall mean those laws and canons of ethics to which each Board member is subject, including but not limited to the City’s Governmental Ethics Ordinance and State law.

3.12 “Employee Associations” shall mean a group of individuals employed within the territorial boundaries of the Council and who are specifically identifiable by their membership within the employ of a particular employer or group of employers having facilities located within the Council’s territorial boundaries.

3.13 “Faith-Based Institutions” shall mean those institutions having facilities located within the territorial boundaries of the Council and whose mission is to serve the religious needs of the community both within and beyond the Council’s boundaries.

3.14 “Immediate Past President” shall mean the non-voting advisory position filled by the immediate outgoing President, established under Article 10.5.

3.15 “Member-at-Large” shall mean an individual Representative elected to the Board under Article 5.1.3 of these Bylaws.

3.16 “Meeting” shall mean a Regular Meeting or Special Meeting of the Board pursuant to Article 7.

3.17 “Officer” shall mean any of the several elected officers of the Board as provided under Article 8.

3.18 “President” shall mean the office of president of the Board established under Article 7, and whose duties are set forth under Article 9.

3.19 “Past President” shall mean the non-voting advisory position, established under Article 8.6, that may be filled by any President who is no longer acting in the capacity of President or Immediate Past President.

3.20 “Regular Meeting” shall mean the regularly scheduled publicly noticed meeting of the BABCNC more fully described under Article 7.

3.21 “Resident” shall mean any individual having his or her residency within the territorial boundaries of the Council.

3.22 “Secretary” shall mean the Representative elected to the office of Secretary of the Board established under Article 6 of these Bylaws.

3.23 “Special Meeting” shall mean an non-regular publicly noticed meeting of the BABCNC more fully described under Article 7.

3.24 “Stakeholder” shall mean any individual who has attained at least 18 years of age and lives, works or owns property within the territorial boundaries of the Council, and also any individual who has attained at least 18 years of age who declares a stake in the area defined by the boundaries of Council and affirm the factual basis for it.

3.25 “Stakeholder Group” shall mean individually or severally each of the homeowner associations or groups, business enterprises, community based organizations, educational or faith-based institutions, as well as individual Members-at-Large, represented by one or more Board Members.

3.26 “Standing Committee” shall mean any of the committees of the Council established under Article 10.1.

3.27 “Standing Rules” shall mean those rules and procedures for the operations of the Council not part of these Bylaws, to be adopted by the Board as a separate governing document.

ARTICLE 4

BROWN ACT

The requirements imposed by The Ralph M. Brown Act (California Government Code § 54950 et seq.), “The Brown Act,” upon public governmental bodies such as this Council shall be adhered to in all respects as to its Meetings, its Officers and its Board Members. No provisions of these Bylaws shall be interpreted as inconsistent with the Brown Act.

ARTICLE 5

NON-DISCRIMINATION

It shall be the policy of this Council to prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national original, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.

ARTICLE 6 – MEMBERSHIP

The Membership of the Council shall be diverse, inclusive and open to all community stakeholder associations or groups and individuals as defined by the Bylaws within that area designated by the City of Los Angeles as the Bel Air–Beverly Crest Neighborhood.

6.1 Stakeholder Groups

6.1.1 Residential

- Bel-Air Association
- Bel-Air Crest Homeowner Association
- Bel-Air Ridge Homeowners Association
- Benedict Canyon Association
- Benedict Hills Estates Homeowners Association
- Benedict Hills Homeowners Association
- Beverly Glen Park Homeowner’s Association
- Casiano Bel-Air Homeowner Association
- Casiano Estates Association
- Coldwater Mulholland Neighborhood Association
- Holmby Hills Homeowner Association
- Laurel Canyon Association
- Lookout Mountain Alliance
- North Beverly Glen Franklin Canyon Homeowners Association
- Residents of Beverly Glen
- Roscomare Valley Association
- Save Our Strip
- Crests Neighborhood Association

6.1.2 Open Space

- Santa Monica Mountains Conservancy

6.1.3 Educational Institutions

- Community Magnet School
- Beverly Glen Playgroup
- Harvard-Westlake School
- John Thomas Dye School
- Marymount High School
- Roscomare Road Elementary School
- American Jewish University
- Wonderland Avenue School

6.1.4 Business Organizations and Associations

Hotel Bel-Air
Beverly Glen business area
Moraga–Sepulveda business area
Roscomare Road business area

6.1.5 Faith-Based Institutions

Leo Beck Temple
Stephen S. Wise Temple

6.1.6 Employee Associations

6.1.7 Members-at-Large

Individuals who live, work, or own property with in this designated area not otherwise represented, and individuals who declare a stake in the Council area and affirm the factual basis for it.

The Secretary of the Council shall maintain a current certified Membership list of Stakeholder Groups.

6.2 Size of the Council

Residential representation on the Council shall be premised upon a distribution of Board seats in accordance with the following:

- (1) each homeowner association or group based upon the number of individuals who live, work or own property within those residential stakeholder associations or groups; and
- (2) members-at-large who are elected to the Board as individuals not affiliated with a residential Stakeholder Group falling under subparagraph (1) of this section.

Additional seats will be designated for stakeholder institutions, including educational institutions, business associations, faith-based groups, employee associations, and the Santa Monica Conservancy.

6.2.1 Formula for Determining Distribution of Seats on the Council

Each homeowner association or group will elect/select, elect, or select a set number of Members to the BABCNC annually based on the total count of residential units of those groups.

Up to 400 residential units	1 representative
401 to 1000 residential units	2
1001 to 2000 residential units	3
Greater than 2000 residential units	4

Educational institutions, business associations, faith-based groups, employee associations, and the Santa Monica Conservancy shall elect/select, select, or elect Members to the Board according to the number of seats allocated to them in the Bylaws.

6.2.2 Current BABCNC Representation

The Board will have the following distribution of seats based upon the formula established in these by-laws at 6.2.1

Homeowner and community associations or groups shall have the following number of seats on the Board

Bel-Air Association	3 representatives
Bel-Air Crest Homeowner Association	1
Bel-Air Ridge Association	2
Benedict Canyon Association	4
Benedict Hills Estates Homeowners Association	1
Beverly Glen Park Homeowner's Association	1
Casiano Bel-Air Homeowner Association	1
Casiano Estates Association	1
Coldwater Mulholland Neighborhood Association	2
Crests Neighborhood Association	1
Holmby Hills Homeowner Association	1
Laurel Canyon Association	4
Lookout Mountain Alliance	1
North Beverly Glen Franklin Canyon Homeowners Association	1
Residents of Beverly Glen	2
Roscomare Valley Association	2
Save Our Strip	4

Educational Institutions

Public K–6 schools	1 representative
Private K-6 schools	1
Private 7–12 schools	1
Higher education institutions	1

Business Organizations and Associations

Hotel Bel-Air	1 representative
Moraga–Sepulveda area	1
Beverly Glen area	1
Roscomare Valley area	1

Faith-Based Groups 1 representative

Santa Monica Mountains Conservancy 1 representative

Employee Associations 1 representative

6.2.3 Members-at-Large

There shall be two (2) Members-at-Large designated by the Council for those individual stakeholders not represented with any Stakeholder Group named in this Article. One (1) of the said At-Large seats shall be open for the candidate who declares a stake in the BABCNC community and affirms the factual basis for it.

Commencing in 2010, the election of the Members-at-Large, will be administered by the City Clerk of the City of Los Angeles in accordance with the procedures set forth by the City Clerk. Such election will be held biennially, and shall be open to all Stakeholders who are at least 18 years of age.

6.2.4 Educational Institutions

The BABCNC shall recognize as stakeholders all schools or places of instruction.

6.2.5 Business Associations

The BABCNC shall recognize as stakeholders associations of businesses.

6.2.6 Faith Based Groups

The BABCNC shall recognize as a stakeholder all churches, synagogues, order, sects, denominations, etc., engaged in conducting any particular system of faith or worship-

6.3 Ethics

The BABCNC shall be subject to all sections of the City of Los Angeles Governmental Ethics Ordinance that apply to the BABCNC (L.A. Municipal Code Section 49.5.1 et seq. and Federal and State of California ethics standards). Board Members will recuse themselves from matters in which they have an actual, potential conflict of interest. It will be the responsibility of each Board Member to identify such conflicts, and to discuss the issue with the City Attorney to identify all potential conflicts before taking any action on such matter.

6.4 Stakeholder Qualification

A Stakeholder is any individual who has attained at least 18 years of age and lives, works or owns property within the territorial boundaries of the Council, and also any individual who declares a stake in the area defined by the boundaries of Council and affirms the factual basis for it.

A Stakeholder Group is association is defined as a community organization, a neighborhood association, a homeowner association, an apartment or condominium association, a resident association, a school/parent group, a faith-based group, educational institution, non-profit organization, and business district.—individually or severally each of the homeowner associations or groups, business enterprises, educational or faith-based institutions, as well as individual Members-at-Large, and factual basis stakeholders represented by one or more Board Members.

6.5 New Stakeholder Group Membership

A new organization or group qualifying as a Stakeholder Group may request representation by written petition to the BABCNC at any time, whereupon the Board of the BABCNC shall consider the petition for Members at the next Regular Meeting of the Board

The BABCNC shall recognize any new Stakeholder Group applying for representation that meets the following qualifications:

The new Stakeholder Group shall have provided a map and description of its geographical boundaries that encompasses a geographical area containing at least 50 Stakeholders or habited residential units within the boundaries of the BABCNC. The stakeholder group may also be a business, an educational institution or organization, an employee group, or other community-based organization, which must furnish a

letter from the president of the board of directors, local school principal or other administrative overseer of the organization to the board regarding the group's desire for representative inclusion on the Board.

The new Stakeholder Group representation on the BABCNC will be premised upon the number of individuals who live, work or own property within the stakeholder association and as defined by these Bylaws in Section 6.2., but in no event from the effective date of these Bylaws shall the representation of a new Stakeholder Group exceed two (2) Members.

6.6 Alternate Board Member Representation

- A. Each Stakeholder Group shall have the right to elect or select alternate representatives for each of their Board Member seats ("Alternative Board Members") so that the Stakeholder Group may be adequately represented at a Board Meeting in the event one or more of its elected or selected Representatives cannot attend a Board Meeting. Each Stakeholder Group desirous of electing or selecting Alternate Board Members shall do so in accordance with, and at the same time as, their own procedures electing or selecting regular Board Members, and shall notify the Secretary, in writing, of the names of the Alternate Board Members, along with those of regular Board Members.
- B. Alternative Board Members shall be under the same obligation as regular Board Members to comply with the City's Ethics Training requirements.
 - (1) Each Alternative Board Member shall complete the City's Ethic Training within **three (3)** months of election or selection and every two (2) years thereafter.
 - (2) An Alternative Board Member shall have the power to cast a vote on behalf of the Stakeholder Group provided:
 - a. the Alternative Board Member is in compliance with paragraph (1) above; and
 - b. the regular Board Member has provided written notice to the Secretary that the designated Alternative Board Member will be attending the next scheduled Board (or Committee) Meeting no less than 24 hours before commencement of said Board (or Committee) Meeting.
 - (3) Alternative Board Members who are not in compliance with paragraph (2) above may nevertheless participate in a Board (or Committee) discussion in place of the absent regular Board Member, but shall not be permitted to cast a vote on any matter that comes before the Board (or Committee). An Alternative Board Member not eligible to vote shall not be counted towards

meeting a quorum necessary to conduct business of the Board (or the Committee).

6.7 Vacancy; Resignation of a Board Member

A Board Member may resign at any time by giving written notice to the Secretary with an effective date. The Stakeholder Group through which that Member was elected or appointed shall identify and appoint or elect an immediate replacement. The Stakeholder Group will notify the BABCNC Board of the appointment by written notice. In the event of resignation of a Member-at-Large, the Board shall appoint a new Member-at-Large at the next scheduled public meeting.

ARTICLE 7
COUNCIL MEETINGS

7.1 Frequency

The Board shall meet at regular intervals, but not less than once per calendar quarter.

7.2 Notice

A. Regular Meetings

Notice of all Regular Meetings of the Board and of its Committees shall be posted in the following public places: (a) Bel-Air Foods at 23 Roscomare Road, (b) Glen Market at 1603 N. Beverly Glen Boulevard, (c) Bel-Air Association at 100 Bel-Air Road, (d) Canyon Country Store on Laurel Canyon Boulevard, and through electronic media, including but not limited to the official website of the Council, located at www.babcnc.org, as well as distribution by email to the addresses of all Representative Members of the Board, Stakeholder Groups, and any individual Stakeholder of the Council providing such electronic address to the Secretary. The Secretary shall give notice of the time and location of all meetings of the Board at least 72 hours in advance

B. Special Meetings

The Secretary shall provide notice of any Special Meeting not later than 24 hours in advance of a Special Meeting in the same manner as set forth under Paragraph 7.2.A.

7.3 Quorum

The presence at any Regular or Special Meeting of eighteen (18) or more Board Members shall constitute a quorum for the purpose of transacting of business of the Council.

7.4 Voting

All actions subject to a vote of the Board shall be determined by a majority vote of those Members present at a Meeting in which a quorum has been attained, unless otherwise provided in these Bylaws. Voting may be by show of hands except that any Member may request a vote by any other manner adopted pursuant to these Bylaws and consistent with the Brown Act.

7.5 Open Meetings

All meetings of the Board are open to the public. All meeting procedures shall be in accordance with the State of California open meeting procedures that apply to neighborhood councils under the Brown Act, including the posting of notices and any other public communication in public places or through electronic media.

7.6 Special Meetings

A Special Meeting of the Board for a specific reason may be called at any time by either (a) any two officers of the Board, or (b) petition of a twenty-five percent (25%) of the Board Members, and in accordance with the Brown Act.

ARTICLE 8

OFFICERS

8.1 Officers

The Officers of the Board shall consist of a President, a Vice-President, a Secretary, and a Treasurer. Each officer shall serve a term of one (1) year or until election of a successor. To encourage diversity and innovation in leadership, no person may serve more than five (5) consecutive years in any office of the BABCNC.

8.2 Election of Officers

Each Officer shall be elected by a majority vote of the Board present by written ballot at a Board meeting held during the first quarter of each calendar year. Newly elected Officers shall assume office immediately following the Meeting at which the election of Officers is held.

8.2.1 First Election of Officers

Article 8.2 notwithstanding, the first election of Officers occurred on March 26, 2003.

8.3 Vacancies

Following a declaration by the Board that an office has been vacated, such vacancy may be filled by a majority vote of the Members present at a Board Meeting in accordance with the manner set forth under Paragraph 8.2 and consistent with the Brown Act. Each Officer so

elected shall hold office for the remainder of the original term or until election of a successor.

8.4 Termination

Any Officer may be removed from office for cause and replaced by another Representative by a majority vote of the Board present at duly noticed Meeting that affords the removed Officer due process. "For Cause" includes, but is not limited to, missing three consecutive Board Meetings and three Executive Committee meetings, the improper handling of Council money, or the improper application of accounting procedures.

8.5 Immediate Past President

The BABCNC shall have an ex-officio position of Immediate Past President that entitles the current outgoing President, if he so chooses, to hold a seat on the Executive Committee, which is advisory in nature only. The term of Immediate Past President shall extend until the next outgoing President chooses to assume the position of Immediate Past President.

8.6 Past President

The outgoing Immediate Past President shall have the option to continue to serve the Board and the Executive Committee, as long as so desired, as a "Past President," in the same advisory capacity as the Immediate Past President.

ARTICLE 9

DUTIES OF OFFICERS

9.1 President

The President shall have general supervision, direction, and control of all business and activities of the Board subject to Board approval. The President shall preside over all meetings of the Board and shall be an ex-officio member of all Committees.

9.2 Vice-President

The Vice-President shall perform the duties of the President at any time the President is unwilling or unable to perform those duties and such other duties as deemed necessary or appropriate by the President. The Vice President shall be specifically charged with the management of Committees, ensuring that the duties and responsibilities of each Committee are carried out on a regular basis.

9.2.1 President and Vice President Survey Duty

The President and Vice President shall survey the BABCNC community at least once biennially to assess whether the BABCNC has met the goals established in the City of Los Angeles's Charter and Article 2, "Mission." A report of their findings and recommendations will be issued to the Board within two months after the assessment takes place.

9.3 Secretary

The duties of Secretary shall include the duties typically that of a corresponding secretary and recording secretary.

9.3.1 Duties as Recording Secretary

Duties as recording secretary shall include, but not be limited to: (i) the recording and maintaining of all minutes of Board Meetings; (ii) preservation all BABCNC records and documents; and (iii) maintain current Membership records.

9.3.2 Duties as Corresponding Secretary

Duties as corresponding secretary shall include but not be limited to: (i) performing all general correspondence of the Board such as the posting of electronic notice of all Board meetings and Committee Meetings; (ii) ensuring that communication and information is disseminated evenly and in a timely manner to all Members and Stakeholders; (iii) providing notice to all Members and Stakeholders of the time and location of all meetings of the Board at least 72 hours in advance.

9.3.3 Assistant Secretary

The Secretary, may request the Board, the appointment of an assistant secretary, a non-officer position of the Board, to assist the Secretary in carrying out the duties of the Secretary's office. The Assistant Secretary shall, in the absence or disability of the Secretary, perform the duties of the Secretary, but may not vote the Secretary's vote at a Committee Meeting.

9.4 Treasurer

The Treasurer shall:

- (a) The Treasurer will maintain the BABCNC book of accounts and establish a system of financial accountability including the accounting of such funds as may become the responsibility of the BABCNC and that all accounting comply with applicable local, state, and federal laws in accordance with the requirements set forth by the City of Los Angeles Department of Neighborhood Empowerment (DONE), shall and report on the finances of the Council at Regular Meetings.
- (b) Ensure that the Council's accounting books are open and available to all Stakeholders.
- (c) Submit an account statement to DONE at least once a year or when requested otherwise.
- (d) Prepare an annual budget for expenditures to be approved by the Board and submitted to DONE for approval each year.

9.5. Compensation

No Officer shall receive any compensation for any service rendered on behalf of the BABCNC.

ARTICLE 10
COMMITTEES

10.1 Standing Committees

The BABCNC shall have the following Standing Committees whose responsibilities are described hereunder whose description follows later under this Article 10:

Executive Committee; Agenda Setting Committee; Planning and Land Use Committee; Bylaws and Rules Committee; Public Safety and Disaster Preparedness Committee; Public Works and Telecommunications Committee; Outreach and Education Committee; Traffic Committee;

10.2 Establishment of Committees

A new Standing Committee or Ad Hoc Committee may be established at any Board Meeting by a motion supported by a majority of Board Members present.

10.3 Membership on Committees

Upon establishment of a new committee, the Board shall immediately move to elect initial members to the committee by a majority vote of the BABCNC members present. Membership on any committee shall be open to all Stakeholders. Only committee members shall have the right to vote on issues brought before a committee.

Each committee shall have the right to establish guidelines for its membership. Guidelines shall be established upon approval by a majority vote of committee members present at the meeting at which such vote has been duly noticed.

10.4 Standing Committee Meetings

Standing Committee meetings shall be run by the Chair of the Committee nominated by the President and elected by a majority of Board Members present at a Meeting at which such committee is established. All committee meetings shall be open to the public. Notice of all committee meetings shall be posted 72 hours in advance of a regularly scheduled meeting and 24 hours in advance of a special meeting.

10.5 Ad Hoc Committees

Each Ad Hoc Committee shall be established as a temporary committee to review and make recommendations on specific issues as directed by the Board. Ad Hoc Committee meetings shall be run by the Chair of the Committee appointed by the President. Minutes, reports and recommendations by such committees shall be delivered to the Secretary as they are issued. Ad hoc committees will be comprised of less than a quorum of the governing body as a whole.

10.6 Executive Committee

The Executive Committee shall consider those issues pertaining to all BABCNC financial matters and the distribution and allocation of BABCNC funds. In addition, the Executive Committee shall advise on the administration, operations and management of the Council.

10.7 Agenda Setting Committee

The Agenda Setting Committee is comprised of Board Officers in their respective positions and the respective Chair of each Standing Committee. The Agenda Setting Committee shall meet to plan agendas for the next Board Meeting, and as may be required in urgent situations. A quorum of four (4) members shall be sufficient to conduct business of the Agenda Setting Committee. All actions taken by the Agenda Setting Committee shall be reported to the Board at its next meeting. The President shall act as secretary of the Agenda Setting Committee in assembling and distributing the Agenda. All matters shall be decided by a majority vote of the members present at Agenda Setting Committee.

10.8 Planning and Land Use Committee

The Planning and Land Use Committee shall consider those issues pertaining to hillside and land development.

10.9 Bylaws and Rules Committee

The Bylaws and Rules Committee shall consider those issues pertaining to the continual study, interpretation, guidance and presentation of proposed changes to the Bylaws of the BABCNC. All proposed changes are to be presented to the full BABCNC for its review and approval by a majority vote.

10.10 Public Safety and Disaster Preparedness Committee

The Public Safety and Disaster Preparedness Committee shall consider those issues pertaining to police, fire, and emergency medical services.

10.11 Public Works and Telecommunications Committee

The Public Works and Telecommunications Committee shall consider those issues pertaining to water, gas, electric and sewage lines; telecommunication infrastructure; and public rights-of-way and easements.

10.12 Outreach and Education Committee

The Outreach and Education Committee shall consider those issues pertaining to outreach to our communities, educational institutions and faith based organizations.

10.13 Traffic Committee

The Traffic Committee shall consider those issues pertaining to traffic including the flow of traffic, safety, enforcement, congestion, parking, traffic lights and related street signs within the territorial boundaries of BABCNC.

ARTICLE 11

AMENDMENTS OF THE BY-LAWS AND GRIEVANCE RESOLUTION PROCESS

11.1 By-Laws Title

The By-Laws shall be entitled The By-Laws of the Bel Air–Beverly Crest Neighborhood Council and shall be referred to as the By-Laws

11.1.1 By-Laws Adoption

The By-Laws shall be adopted by the BABCNC and submitted to DONE as part of the BABCNC certification process.

11.2 By-Laws Amendments

These By-Laws shall be amended by a two-thirds (2/3) majority vote of the Board Members present a Meeting on a proposed amendment distributed to Board Members for their consideration no less than 72 hours before said Meeting.

11.2.1 By-Laws Amendments submitted to DONE

Amendments to these By-Laws shall be submitted to DONE for approval and official recording.

11.3 Grievance Resolution

All grievances shall be submitted in writing to the Executive Director before the next scheduled Agenda Setting Committee meeting for consideration and placement on the official agenda for the next scheduled Board Meeting. The process of grievance resolution shall be encompassed in the Standing Rules to be adopted by the Board.

11.4 Reconsideration

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days shall:

- (i) make a Motion for Reconsideration; and if approved
- (ii) hear the matter and take an action.

If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting:

- (i) A Motion for Reconsideration on the described matter; and
- (ii) A [Proposed] Action should the Motion for Reconsideration be Approved

A Motion for Reconsideration can only be made by a Board Member who has previously voted on the prevailing side of the original action. If a Motion for Reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next Regular Meeting. The aforesaid shall be in compliance with the Brown Act.

ARTICLE 12

PARLIAMENTARY AUTHORITY

12.1 Rules

Except for rules adopted in the By-Laws, Robert's Rules of Order Revised Version shall apply in the conduct of all Meetings of the BABCNC.

12.2 Parliamentarian

A Parliamentarian shall be appointed by the President and shall, as requested by the President or any BABCNC officer, ensure that Robert's Rules of Order Revised Version are followed during the course of all meeting.

ARTICLE 13

PRINCIPLES AND POLICY

The policy of this Council shall be upon the following tenets:

13.1 Dignity

To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Council.

13.2 Inclusiveness and Non-Partisanship

To remain non-partisan and inclusive in our operations including, but not limited to, the election process for governing body and committee members.

13.3 Early Notification System

To utilize the Early Notifications System to inform our stakeholders of matters involving the city of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process.

13.4 Participation

To encourage all Stakeholders to participate in all activities of this Council

13.5 Transparency

To have fair, open and transparent procedures for the conduct of Council business.