LOS FELIZ NEIGHBORHOOD COUNCIL

BYLAWS

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CONTENTS

ARTICLE I - NAME **4**

ARTICLE II - PURPOSE **4**

ARTICLE III - BOUNDARIES **5**

Section 1. Boundary Description 5

Section 2. Internal Boundaries 5

ARTICLE IV – STAKEHOLDER **6**

ARTICLE V - GOVERNING BOARD **6**

Section 1. Composition 6

Section 2. Quorum 6

Section 3. Official Actions 7

Section 4. Terms and Term Limits 7

Section 5. Duties and Powers 7

Section 6. Vacancies 8

Section 7. Absences 8

Section 8. Censure 8

Section 9. Removal 8

Section 10. Resignation 9

Section 11. Community Outreach 9

ARTICLE VI - OFFICERS **9**

Section 1. Officers of the Board 9

Section 2. Duties and Powers 9

Section 3. Selection of Officers 10

Section 4. Officer Terms 10

ARTICLE VII - COMMITTEES AND THEIR DUTIES **11**

Section 1. Standing Committees 11

Section 2. Ad Hoc Committees 12

Section 3. Committee Creation and Authorization 12

ARTICLE VIII - MEETINGS **12**

Section 1. Meeting Time and Place 12

Section 2. Agenda Setting 12

Section 3. Notifications/Postings 13

Section 4. Reconsideration 13

ARTICLE IX – FINANCES **13**

ARTICLE X - ELECTIONS **14**

Section 1. Administration of Election 14

Section 2. Governing Board Structure and Voting 14

Section 3. Minimum Voting Age 14

Section 4. Method of Verifying Stakeholder Status 15

Section 5. Restrictions on Candidates Running for Multiple Seats 15

Section 6. Other Election Related Language 15
ARTICLE XI - GRIEVANCE PROCESS 16
ARTICLE XII - PARLIAMENTARY AUTHORITY 17
ARTICLE XIII - AMENDMENTS 17
ARTICLE XIV - COMPLIANCE 17
Section 1. Code of Civility 17
Section 2. Training 18
Section 3. Self Assessment 18
ATTACHMENT A – MAP OF NEIGHBORHOOD COUNCIL 19
ATTACHMENT B – GOVERNING BOARD STRUCTURE AND VOTING 20
INDEX 21

ARTICLE I - NAME

The name of this organization shall be the "Los Feliz Neighborhood Council." It may hereinafter be referred to as "LFNC", "Neighborhood Council" or the "Council." It shall be organized as an advisory body to the City of Los Angeles pursuant to Article IX of the City Charter and any ordinances or regulations promulgated thereunder.

ARTICLE II - PURPOSE

Principles of Governance. The purpose of the LFNC is to participate as an advisory body on issues of concern to the stakeholders of the Council Area as defined in these Bylaws and in the governance of the City of Los Angeles.

A. The **MISSION** of the Council is:

The mission of the LFNC is to improve and unify the diverse communities of the Los Feliz area by promoting citizen participation in government at all levels and by encouraging citizens to advise City government in accordance with the provisions of law cited in Article I above.

B. The **POLICY** of the Council is:

The LFNC endeavors to be the premier conduit of our stakeholders, as that term is defined by the City Charter, in Los Feliz, Franklin Hills and the greater Griffith Park areas to enhance our quality of life. LFNC Board Members, Committee Chairs and volunteers will help to set a standard for how Area stakeholders can strive to promote and protect the interests of these communities. It is the policy of the LFNC:

1. To provide an inclusive, open forum for public discussion of issues relevant to this Neighborhood Council;

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

3. To remain politically and ideologically non-partisan and inclusive in its operations, including, but not limited to, the selection process for Governing Board and committee members;

4. To promote and utilize the Early Notification System (ENS) and other communication systems to inform the Neighborhood Council Stakeholders about matters in our community in a way tailored to promote and encourage involvement in the decision-making process;

5. To encourage all Stakeholders to participate in the activities of this Neighborhood Council;

6. To prohibit discrimination against any individual or group in the LFNC operations on the basis of race, religion; color, creed, national origin, ancestry, gender, sexual orientation, age, disability, marital status, income, or political affiliation;

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

ARTICLE III - BOUNDARIES

Section 1. Boundary Description

The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation ("Area"):

From Hollywood Boulevard, north on Western Avenue into Griffith Park at its western boundary (Fern Dell), continuing up the natural boundary of Griffith Park over to the north City limits; then east along the north City limits to the fence enclosing the Los Angeles River at the Ventura Freeway (I-134); then south along such fence to Hyperion Avenue; then south on Hyperion Avenue to Fountain Avenue; then west on Fountain Avenue to Sunset Boulevard; then northwest on Sunset Boulevard to Hollywood Boulevard; then west on Hollywood Boulevard to Western Avenue, but including Barnsdall Park.

Section 2. Internal Boundaries

A. The Area shall include five (5) Districts designated as Districts A through E. The District boundaries are as follows:

1. North of Los Feliz Boulevard;

2. South of Los Feliz Boulevard and west of Vermont Avenue;

3. South of Los Feliz Boulevard between Vermont Avenue on the west and Commonwealth Avenue, to Prospect Avenue to Hoover Street on the east;

4. South of Los Feliz Boulevard to Commonwealth Avenue on the west to Franklin Avenue to St. George Street to Tracy Street on the south;

5. Commonwealth Avenue to Prospect Avenue to Hoover Street on the west; Franklin Avenue to St. George Street to Tracy Street on the north.

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.

A Community Organization shall be defined as an entity, which has a physical street address within the LFNC boundaries from which it performs verifiable ongoing activities and operations while maintaining any required bona fide documentation to validate its legitimacy.

ARTICLE V - GOVERNING BOARD

Section 1. Composition

The LFNC Board shall consist of nineteen (19) Board Members representing diverse stakeholder interests and geographic locations as follows:

A. Elected Board Members. Fifteen (15) Board Members ("District Representatives") shall be elected to represent the five (5) geographical Districts (A-E) (see Attachment A) in accordance with the provisions of Article X. District Representatives are charged with representation of Stakeholders in their respective Districts, as well as with responding to the concerns of all Stakeholders concerning such District.

   Four (4) Board Members (“Community Interest Representatives”) shall also be elected in accordance with the provisions of Article X. Community Interest Representatives shall consist of an (a) Education Interests Representative, (b) Recreation Interests Representative, (c) Public Safety Interests Representative, and (d) Business Interests Representative.

B. Appointed Board Members. The Governing Board shall fill Board Member vacancies by appointment. No sitting Board Member may stand for or be considered for Board Member appointment unless they have formally resigned and vacated their Board Member seat and meet the requirements specified in these bylaws for the appointment sought.

Section 2. Quorum

Ten (10) Board Members shall constitute a quorum.

In the event the Governing Board should lose its ability to establish an ongoing quorum due to a lack of seated Board members, it shall consult with the Department of Neighborhood Empowerment (“Department”) to establish a procedure for reestablishing quorum in concordance with the Board of Neighborhood Commissioners Policy 2010.01 – Department of Neighborhood Empowerment Remedy for Loss of Quorum by Neighborhood Councils Due to Vacancies and Authority to Fill Vacancies.

Section 3. Official Actions

Consensus. Decisions of the Board can be made by consensus, meaning unanimity amongst the voting Board Members. In the event consensus is not reached, decisions will be made by a roll call majority vote, except that amendment of these Bylaws shall require a supermajority vote, which shall mean no less than twelve (12) votes. In all decisions affecting only one (1) District, the Board should give strong consideration to positions voiced by the affected Stakeholders.

Section 4. Terms and Term Limits

A. Term. Except as noted in Article V, all Board Members shall serve for a term of four (4) years, or until their successors are seated. The terms of Board Members shall commence at the first Governing Board meeting, which is no more than thirty (30) days following the certification of the results of the election (it being intended that if meetings are held monthly, the newly elected District Representatives would be seated at the first meeting following their election).

B. Term Limits. Presently, term limits do not apply to Neighborhood Council Governing Board positions.

Section 5. Duties and Powers

A. Conflicts. The Conflict of Interest provisions issued by the City of Los Angeles and the Department will be used to determine whether a conflict of interest exists. However, a conflict shall be deemed to exist where a Board Member or a member of their immediate family or household would derive a direct or indirect financial benefit from an action of the Council on which the Board Member would be voting. If a conflict of interest exists, the affected Board Member shall declare in writing or verbally state as part of the record the source of such conflict of interest and shall abstain from voting on any related issues. Failure to do so shall be grounds for removal from the Board.

B. Ethics Certification. Any Board Member or Committee Chairperson who has not satisfactorily completed the course currently entitled “Ethics and Open Government Training for Neighborhood Councils” within sixty (60) days of being seated, confirmed in any Council position, or after previous certification has expired, shall be prohibited from voting or participating in discussion on any issues coming before the Board and/or individual committee(s), until this mandatory training is completed. Non-participation due to failure to obtain certification shall constitute an unexcused meeting absence.

Section 6. Vacancies

The Board shall fill Board vacancies by majority vote after an outreach effort specifying timetable, process and requirements and duties of the vacated position as outlined in the Standing Rules, Policies and Procedures.

Section 7. Absences

Unexcused absences at two (2) consecutive Board meetings or three (3) Board meetings within twelve (12) months constitute grounds for expulsion of a Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8. Censure

The LFNC can take action to publically reprimand a Board Member for actions conducted in the course of LFNC business by censuring the Board Member at a Board meeting. Censures shall be placed on the agenda for discussion and action. The LFNC shall consult with the City Attorney during any censure process.

Section 9. Removal

The Board may expel or suspend a Board Member based on a good faith determination that the Board Member has failed to a material and serious degree to observe the rules of conduct of the LFNC, or has engaged in conduct materially and seriously prejudicial to the interests of the LFNC. The LFNC shall consult with the City Attorney during any expulsion or suspension process.

If grounds appear to exist for expulsion or suspension of a Board Member, the following procedures shall be followed:

A. The Board Member shall be given fifteen (15) days prior notice of the proposed expulsion or suspension and the reasons for this action. Notice shall be given by any method reasonably calculated to provide actual service.

B. The Board Member shall be given an opportunity to be heard at a special meeting, if requested by the Board Member in writing at least five (5) days prior to the proposed expulsion or suspension, or by submission of a written statement for the Board's consideration. The meeting shall be held, or the written statement considered, by the Board in determining whether the expulsion or suspension should take place. The Board Member shall have the opportunity to be heard and to call witnesses at any special meeting in accordance with parliamentary authority and these Bylaws.

C. The Board shall decide whether or not the Board Member should be suspended, expelled or sanctioned in some other way. A Board Member may be expelled, suspended or sanctioned by an affirmative vote of a supermajority of Board Members.

D. Duration of suspensions and the nature of sanctions shall be determined on an individual basis by the Board.

E. All decisions of the Board are final.

Section 10. Resignation

A Board Member or Committee Chair may formally resign in writing to the President and/or Secretary with the resignation immediately taking effect after its receipt is acknowledged by the President. Resignations can be formally rescinded before the next regularly scheduled Board or Executive Committee meeting where actions to fill the vacancy would normally be contemplated.

Section 11. Community Outreach

The Board shall establish a system of outreach to find and obtain applicants for subsequent election and appointment to the Board. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth a reasonable effort to inform and give Stakeholders desiring to participate on the Board an opportunity to become a Board member. To that end, the Board shall take into account the need to allow time for prospective Board Members to solicit Stakeholder support.

Early Notification. The Board is committed to utilizing systems whereby pertinent information transmitted to Stakeholders through various means, including the City's ENS, is disseminated or made reasonably available in a timely manner.

ARTICLE VI - OFFICERS

Section 1. Officers of the Board

The Neighborhood Council Board shall elect the officers of the Board from among its Board Members. The officers of the Board ("Officers") shall include the following positions, which all together comprise the Executive Committee: President, Vice President, Administration, Vice President, Communications, Secretary, and Treasurer.

Section 2. Duties and Powers

A. President. The President shall preside at all Governing Board and Executive Committee meetings; represent the interests of the Council before the City Council and City departments, boards, and commissions, or delegate such representation as warranted; serve as spokesperson for the Council in the press and before the public or delegate such a function as warranted. Discretionary actions of the President may be subject to reversal by passage of a motion confirmed by a majority of the Board present.

B. Vice President, Administration. The Vice President, Administration shall chair the Rules and Elections Committee; serve as Presiding Officer in the absence of the President; be responsible for the operational and logistical needs of the Governing Board and Council and is empowered to ensure all bylaws, standing rules, policies and procedures are reasonably adhered to by making no less than a quarterly report to the Executive Committee to advise on current status and recommend any action(s) required regarding such.

C. Vice President, Communications. At the direction of the President, the Vice President, Communications shall routinely inform the public of the Council's issues and activities, assist in the preparation of, and solely be responsible for the distribution of formal correspondence and other Council related documents (whether internal or external) by any means, electronic or otherwise; circulate and/or direct incoming communications amongst the Council; coordinate the use of the Council's website, and solely utilize and maintain the Council's stakeholder database system at the direction of the Governing Board.

D. Treasurer. The Treasurer shall chair the Budget and Finance Committee and shall have charge and custody of and be responsible for all funds of the Council; and, in general, perform all duties incident to the office of Treasurer and such other duties as may be-assigned by the Board. The Treasurer shall comply with the requirements of Article IX in these bylaws regarding Financial Accountability.

E. Secretary. The Secretary shall ensure an archive of true and accurate records are kept of all proceedings, correspondence, and documents; at the direction of the President, assist in preparing and dissemination of Governing Board meeting agendas; catalog any and all formal position papers and other Council documents; maintain a current roster of Board Members and active Committee Members and provide access to copies of Council related materials when properly requested.

Section 3. Selection of Officers

Officers shall be elected biennially to serve on the Executive Committee until their successors are seated. Election of officers shall take place: (a) in even numbered years at the Governing Board meeting at which the term of the newly elected Board Members commences, or (b) upon resignation of any officer, where the remaining officers may appoint an interim replacement to serve until election of a successor by the Board is conducted, as soon as reasonably practicable.

Section 4. Officer Terms

Officers shall be elected biennially to serve until their successors are seated. Officers serve at the will of the Board and can be removed from office by a majority vote at a publicly noticed Board Meeting with the action placed under its own agenda item for discussion and possible action.

ARTICLE VII - COMMITTEES AND THEIR DUTIES

Section 1. Standing Committees

A. Board Committees. Standing Board Committees shall be composed of Board Members and shall include the following:

1. The Executive Committee. The Executive Committee consists of the President as Chair, the Vice President, Administration, the Vice President, Communications, the Treasurer, and the Secretary. The Executive Committee shall consider and recommend to the Board the location of Council offices; create and follow administrative policies and procedures for the conduct of the Council's business; hear and act on grievances submitted pursuant to Article XI; and appoint Council Committee Chairs and adopt rules to govern the conduct of Council Committees. A quorum of the Executive Committee may consist of a majority of filled positions. All decisions of the Executive Committee may be subject to ratification or reversal by a majority of the Board present, and may be submitted for ratification at the next meeting of the Board.

2. Budget and Finance Committee. The Budget and Finance Committee shall prepare and submit to the Board for approval the annual budget of the Council.

3. Rules and Elections Committee. The Rules and Elections Committee shall review and recommend proposed amendments to these Bylaws, rules and procedures concerning the conduct of elections of District Representatives and selection of Appointed Board Members, rules of conduct of Council meetings, and other rules or guidelines for the conduct of the Council and Committees.

B. Stakeholder Committees. The Board may create additional standing committees open to the Stakeholders for purposes of carrying out the functions and duties of the Council consistent with the Plan for a Citywide System of Neighborhood Councils ("Plan"). Standing Stakeholder Committees shall consist of at least three (3) committee members. Except for the Community Interest Representatives, who shall chair the corresponding committee of the same name, the chairperson of the committee shall be appointed by the Executive Committee and may be removed and replaced by the Executive Committee. Any interested Stakeholder of the LFNC, including Board Members, shall be entitled to serve on any Standing Stakeholder Committee upon written request to the Committee Chair or the Board. Standing Stakeholder Committee membership shall be effective as of the second Committee meeting following the request for membership on the Committee as a minimum meeting attendance requirement. However, current Governing Board Members and the actual Committee Chairs themselves shall be exempted from the minimum meeting attendance requirement. In the event of the formation of a new, the reconstitution of a dormant, or the formation of ad-hoc committees, the Chair shall have the authority to waive or reduce the number of

minimum meetings before committee membership becomes effective, provided any such waiver shall be accurately recorded in the meeting minutes.

Nothing in these Bylaws shall prevent a Committee from acting on the basis of a consensus of those present. The Board may authorize a Standing Stakeholder Committee to function as a joint committee with other Neighborhood Councils; however, only LFNC Stakeholders will be considered members of the LFNC Committee.

Section 2. Ad Hoc Committees

Subject to such terms and conditions as they deem appropriate, the Board or the Executive Committee may create or authorize ad hoc committees to perform specific services or to study or investigate issues of concern to the Council, and to report back to the Board or to a standing committee concerning their findings and recommendations, if any.

Section 3. Committee Creation and Authorization

A. Committee Creation and Authorization. The Board shall create a system for the election, selection, or appointment of Board Members or Stakeholders to committees, sub-committees, and/or ad hoc committees, as the need arises. The Secretary shall note all other committees established or disbanded in the minutes.

B. Removal of Committee Members. The Board may establish procedures for removal of Committee members for cause, subject to review under the Grievance Procedure in Article XI.

ARTICLE VIII - MEETINGS

Section 1. Meeting Time and Place

A. Governing Board Meetings. Governing Board Meetings shall be held at least once per calendar quarter.

B. Special Meetings. A Special Meeting of the Board for any lawful purpose may be called at any time by the President, a majority of the Board, or by a bona fide petition signed by one hundred (100) or more Stakeholders. The meeting date shall be at least five (5) days, but no more than thirty (30) days, after receipt of the petition by the Board. No business, other than the general nature of which was set forth in the notice of the meeting, may be conducted at such a meeting.

Section 2. Agenda Setting

The President shall set the agenda for each Council meeting.

Section 3. Notifications/Postings

Whenever the Board or a committee subject to the Ralph M. Brown Act (the "Brown Act") is required or permitted to take any action at a meeting, a written notice of the meeting shall be given. The notice shall specify the date, time, place, and agenda of the meeting. All such notices will conform to the Brown Act, which includes posting meeting notices in generally accepted public places, through electronic media, such as e-mail, and posting notice on the Council's web site.

Section 4. Reconsideration

Actions taken by the Board may be reconsidered in accordance with the procedures for reconsideration in the Parliamentary Authority.

ARTICLE IX – FINANCES

A. Compliance. All receipts, disbursements, funds handling and investment, accounting, and financial reporting for the Council shall comply with the requirements of the City, as amended from time to time. The LFNC shall comply with all financial accountability requirements as specified by City Ordinance 174006 and in the Plan and as stated in the City's Certification Application.
B. Accounts. The Treasurer of the Council shall oversee and be charged with the full custody and control of all Council funds and assets.
C. Records. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the City when implementing the same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.
D. Access. The Council's financial statements, books, and accounts shall be open for inspection and copying by any member of the public upon a written request to the Board. The Board shall establish fair and open procedures to permit inspection within a reasonable time. Any copying of financial records will be performed by policies established by the Board and the charges for such services will be the responsibility of the person or entity requesting the copies.
E. Reports. The Treasurer shall make a written report to the Board on the Council's finances at every regular meeting of the Board, and such other times as the Board may request.
F. Submissions to Department. The Treasurer shall prepare and file such documents and returns as are required by the City of Los Angeles and shall make the Council's financial records available for review by any authorized agency of the City of Los Angeles. The Treasurer shall be responsible for preparing or coordinating the

preparation of a financial statement for the Department annually. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or system by which the Council's finances and book of accounts can be reviewed by the City pursuant to the Plan. The LFNC will not enter into any contracts or agreement except through the Department's current policies regarding such.

ARTICLE X - ELECTIONS

Section 1. Administration of Election

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 District Representatives shall be elected at elections conducted by and in accordance with the rules and regulations promulgated by the City Clerk or the authority tasked with administering and supervising the election. All Board Members must be qualified for the position sought prior to application for election or appointment to the Board. Ten (10) District Representatives, two (2) from each of the five (5) Districts, shall be elected to a term of four (4) years beginning in 2012 and every four (4) years thereafter. Eligibility for these seats is limited to Stakeholders at least eighteen (18) years of age at the time of the election who live or own property in one (1) geographically designated district for which they wish to stand for election. Five (5) District Representatives, one (1) from each of the five (5) Districts, shall be elected to a term of four (4) years beginning in 2014 and every four (4) years thereafter. Eligibility for these seats is open to all Stakeholders at least eighteen (18) years of age at the time of the election who declare a stake in one (1) geographically designated district for which they wish to stand for election. Four (4) Community Interest Representatives shall be elected to a term of four (4) years beginning 2014 and every four years thereafter. Eligibility for these seats is open to Stakeholders who demonstrate both that they have a stake with respect to the community interest they seek to represent and that that interest lies within the Neighborhood Council Boundaries. All Stakeholders shall be eligible to vote for District Representatives from one (1) District. Though Stakeholders can declare stakes in multiple Districts, they can only be able to choose one (1) District in which to vote for District Representatives. See Attachment B. During their term, each Board Member must maintain the status upon which they were elected/selected for membership (i.e., certain District Representatives must remain Stakeholders, or live or own property in that District, a representative of business must maintain an interest in or relation to a business in the area, etc.), failing which the Board Member shall resign, or may be removed, and shall be replaced by the Board.

Section 3. Minimum Voting Age

Voting in the election of all District Representatives shall be open to all Stakeholders at least thirteen (13) years old. Qualification to vote may be established by self-affirmation. The

election of all Community Interest Representatives shall be open to all Stakeholders at least thirteen (13) years old. Qualification to vote may be established by self-affirmation.

Section 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 (or interest) in the neighborhood and providing the facts to support that declaration.

Section 5. Restrictions on Candidates Running for Multiple Seats

No candidate for election to the Governing Board may stand for more than one (1) position at any given time.

Section 6. Other Election Related Language

A. Election of District Representatives. The Board shall take actions to promote awareness of and participation in such elections, not inconsistent with the applicable rules and regulations promulgated by the City Clerk or the authority tasked with administering and supervising the election. Such actions may include provisions for one (1) or more assemblies at which candidates may make presentations to Stakeholders and answer questions and for the form of applications to be approved by the Executive Committee or by the Board. To the extent not inconsistent with the applicable rules and regulations promulgated by the City Clerk or the authority tasked with administering and supervising the election, election procedures shall include appropriate provisions for voting by mail, and votes will be tabulated only for those persons indicated by the ballot. The top two (2) vote getters in each of the five (5) geographical Districts shall be elected every four (4) years commencing in 2012. The top one (1) vote getter in each of the five (5) geographical Districts shall be elected every four (4) years commencing in 2014. There will be no runoffs. The Board may establish procedures for resolving ties, in the absence of which a coin toss will decide ties. If there are less than two (2) candidates receiving votes in any District, the available positions for that District shall be filled by appointment by Board appointment.

B. Election of Community Interest Representatives. Four (4) Community Interest Representatives shall be elected at elections conducted by the City Clerk, or the authority tasked with administering and supervising the election, every four (4) years beginning with the 2014 election cycle in accordance with the rules and regulations promulgated by the City Clerk or the authority tasked with administering and supervising the election. Board Members elected as Community Interest Representatives must be able to declare a stake in the Area with respect to the interest they seek to represent at the time of both their application and election. All Stakeholders shall be eligible to vote for one (1) candidate in each of the four (4) Community Interest categories (Education, Recreation, Business, and Public Safety).

C. Outreach & Process. The Board shall take actions to promote awareness of and participation in such elections, not inconsistent with the applicable rules and regulations promulgated by the City Clerk or the authority tasked with administering and supervising the election.

D. Current Board Members cannot stand for election unless their present position is (a) open for reelection through the normal course of election cycles, or (b) they have formally resigned and vacated their current position and meet the requirements specified in these Bylaws for the position sought.

ARTICLE XI - GRIEVANCE PROCESS

A. Grievance Procedure. Any stakeholder objecting to the failure of the Board or any Member to comply with applicable procedures may submit a written grievance to any Member of the Board, who shall promptly refer it to the President or Secretary for placement on the agenda of the next regularly scheduled Executive Committee meeting. The Executive Committee shall review the grievance and shall determine whether to attempt to resolve the grievance itself or to refer the grievance to an ad hoc committee of Stakeholders if one has been previously designated by the Executive Committee. The Secretary shall maintain a list of Stakeholders who have expressed a willingness to serve on such an ad hoc committee. The person submitting the grievance shall be notified not less than four (4) days prior to any meeting at which the grievance will be considered in order that he or she may attend and be heard. The Executive Committee or designated ad hoc committee shall attempt to resolve the grievance and recommend appropriate action and shall advise the person submitting the grievance of its determination in writing and submit a copy of its determination to the Secretary.

B. Action by Board. To the extent resolution of the grievance requires action by the Board, or the person submitting the grievance requests follow up consideration by the Board by written request to the Secretary, the Secretary will cause the report to be listed on the agenda of the next regular Council meeting as a discussion and possible action item.

C. Scope of Grievance Procedure. This formal grievance process is not intended to apply to disputes by Stakeholders who simply disagree with an official action taken by the Board. Those grievances can be aired at Neighborhood Council meetings. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with its rules or these bylaws.

D. A Board Member or group of Board Members is not permitted to lodge grievances against other Board Members or against the Council as a whole.

ARTICLE XII - PARLIAMENTARY AUTHORITY

All meetings of the Board and Committees shall be conducted in accordance with the Brown Act, these Bylaws and Parliamentary Authority. "PARLIAMENTARY AUTHORITY" shall mean Robert's Rules of Order, newly revised.

The Board shall make such other rules for the conduct of its meetings and official actions as are necessary and appropriate and shall be the sole judge of such rules. Standing rules may be approved by the Board to supplement these Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaw. Among other aspects, Standing Rules may apply to guide the conduct of the Board, election guidelines and the procedures of all meetings. If there is a conflict between a provision of the Bylaws and a Standing Rule, the Bylaws shall govern. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board.

ARTICLE XIII - AMENDMENTS

Any Stakeholder(s) may propose amendments to these Bylaws during the public comment period of a regular meeting of the Board. The Rules and Elections Committee or the Executive Committee may also propose amendments. A proposal to amend these Bylaws shall be formalized in writing and lodged with the Secretary or other person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at the next regular meeting of the Board.

Approval of proposed amendments to these Bylaws must be made by a Supermajority vote of the Board. After such approval, the proposed amendment shall then promptly be submitted to the Department along with a copy of the existing Bylaws for review and approval by the Department all in accordance with Article V(3) of the Plan, as it may be amended for time to time, and in compliance with applicable requirements and procedures.

ARTICLE XIV - COMPLIANCE

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

Section 1. Code of Civility

The Council, its representatives, and all participating community Stakeholders shall conduct all Council business in a civil, professional, and respectful manner and strive to adhere to the Council’s adopted Code of Civility as detailed in the LFNC’s Standing Rules, Policies and Procedures.

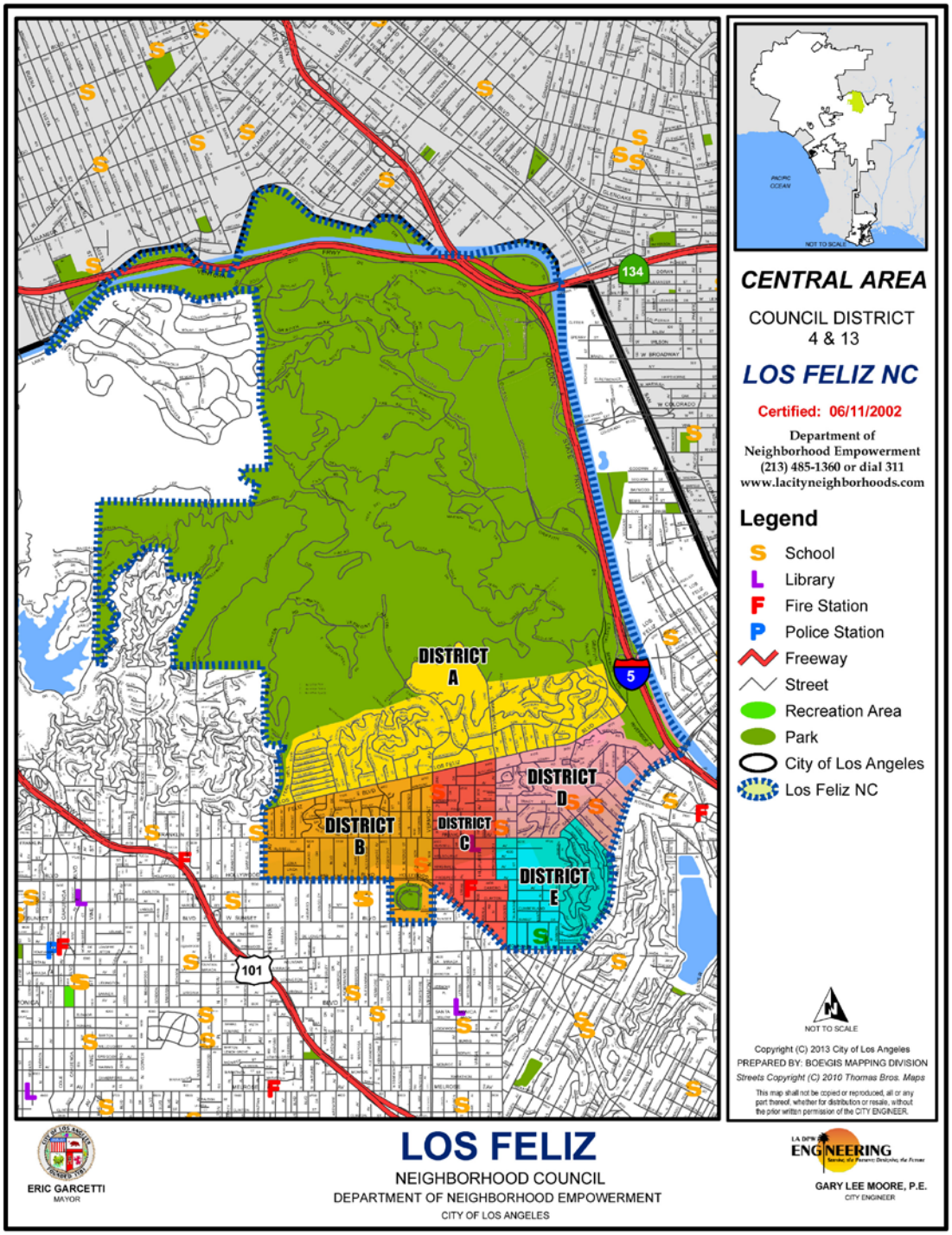
Section 2. Training

All Board Members shall take training in the fundamentals of Neighborhood Council, including, but not limited to ethics, funding, workplace violence and sexual harassment trainings provided by the City. See also Article V, Section 5 C.

Section 3. Self Assessment

At some time during the 1st quarter of the calendar year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – MAP OF LOS FELIZ NEIGHBORHOOD COUNCIL



ATTACHMENT B – GOVERNING BOARD STRUCTURE AND VOTING

Los Feliz Neighborhood Council – 19 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
District Representative A-E Term: 4 Years	10	Elected	Stakeholder who is at least eighteen (18) years of age at the time of the election who lives or owns real property in one (1) geographically designated district for which they wish to stand for election.	Stakeholder who is at least thirteen (13) years of age at the time of the election who lives, works or owns real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder. Votes may only be cast in the one (1) district of the voter's declared stake
District Representative, A-E Term: 4 Years	5	Elected	Stakeholder who is at least eighteen (18) years of age at the time of the election who lives, works, or owns real property in a specific district or those who declare a stake in the neighborhood as a community interest stakeholder in one (1) geographically designated district for which they wish to stand for election.	
Community Interest Representative, Business Term: 4 Years	1	Elected	Stakeholder who is at least eighteen (18) years of age at the time of the election who lives, works or owns real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder.	Stakeholder who is at least thirteen (13) years of age at the time of the election who lives, works or owns real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder in one (1) geographically designated district. Votes may be cast for all Community Interest Representative positions at time of election.
Community Interest Representative, Education Term: 4 Years	1			
Community Interest Representative, Recreation Term: 4 Years	1			
Community Interest Representative, Public Safety Term: 4 Years	1			

INDEX

Absences 7
Ad hoc committees 11, 12
Amendments 17
Article IX of the City Charter 4
Boundary Description 5
Brown Act 12, 17
Budget and Finance Committee 11
Business 6, 16
City Ordinance 174006 13
Code of Civility 18
Committees 10
Community Interest Representatives 6, 11, 14, 15
Community Outreach 9
consensus 6, 11
District boundaries 5
District Representatives 6, 7, 11, 14
Early Notification System (ENS) 4
Education 6, 16
Election of officers 10
Elections 14
Executive Committee 9, 10, 11, 15, 16, 17
financial statements 13
LFNC Board 6
Grievance Procedure 12, 16
Grievances 11, 16
Joint committee 11
Minimum Voting Age 14
Notification 4
Parliamentary Authority 17
President 8, 9, 10, 12, 16
Public comment 17
Public Safety 6, 16
Quorum 6
Quorum of the Executive Committee 11
Recreation 6, 16
Removal of Governing Board Members 8
Resignation 8
Robert's Rules of Order 17
Rules and Elections Committee 11, 17
Runoffs 15
Secretary 8, 9, 10, 11, 12, 16, 17
Self Assessment 18
Special Meeting 12
Stakeholder 9, 11, 14, 17
Stakeholder Committees 11
Stakeholders 4, 5, 6, 9, 11, 12, 14, 15, 16
Standing Board Committees 10
Term 7
Treasurer 9, 10, 11, 13
Unexcused absences 7
Vacancies 7
Vice President for Administration 9, 10
Vice President for Communication and Outreach 9, 10