

**BYLAWS OF THE ECHO PARK NEIGHBORHOOD COUNCIL**  
**Approved July 28, 2020**

**Table of Contents**

ARTICLE I NAME.....	3
ARTICLE II PURPOSE .....	3
ARTICLE III BOUNDARIES .....	3
Section 1: Boundary Description .....	3
Section 2: Internal Boundaries .....	4
ARTICLE IV STAKEHOLDER .....	5
ARTICLE V GOVERNING BOARD .....	6
Section 1: Composition .....	6
Section 2: Quorum .....	6
Section 3: Official Actions .....	6
Section 4: Terms and Term Limits.....	7
Section 5: Duties and Powers.....	7
Section 6: Vacancies .....	7
Section 7: Absences .....	8
Section 8: Censure.....	8
Section 9: Removal .....	9
Section 10: Resignation.....	12
Section 11: Community Outreach.....	12
ARTICLE VI OFFICERS.....	12
Section 1: Officers of the Board.....	12
Section 2: Duties and Powers.....	12
Section 3: Selection of Officers .....	14
Section 4: Officer Terms .....	15
ARTICLE VII COMMITTEES AND THEIR DUTIES .....	15
Section 1: Standing.....	15
Section 2: Ad Hoc .....	16
Section 3: Committee Creation and Authorization .....	16
ARTICLE VIII MEETINGS.....	17
Section 1: Meeting Time and Place.....	17
Section 2: Agenda Setting.....	17

Section 3: Notifications/Postings .....	18
Section 4: Reconsideration.....	18
ARTICLE IX FINANCES.....	18
ARTICLE X ELECTIONS.....	19
Section 1: Administration of Election.....	19
Section 2: Governing Board Structure and Voting .....	19
Section 3: Minimum Voting Age .....	19
Section 4: Method of Verifying Stakeholder Status.....	19
Section 5: Restrictions on Candidates Running for Multiple Seats .....	20
Section 6: Other Election Related Language .....	20
ARTICLE XI GRIEVANCE PROCESS.....	20
ARTICLE XII PARLIAMENTARY AUTHORITY.....	20
ARTICLE XIII AMENDMENTS.....	20
ARTICLE XIV COMPLIANCE.....	21
Section 1: Code of Civility.....	21
Section 2: Training .....	21
Section 3: Self-Assessment .....	21
ATTACHMENT A – Map of Echo Park Neighborhood Council .....	22
ATTACHMENT B – Governing Board Structure and Voting.....	23

## ARTICLE I NAME

The name of this Neighborhood Council shall be the "Echo Park Neighborhood Council" (a.k.a. EPNC), an officially recognized advisory council hereby part of the Los Angeles Citywide System of Neighborhood Councils.

## ARTICLE II PURPOSE

The PURPOSE and MISSION of the EPNC is to promote citizen participation in government by serving as an advisory body to the City of Los Angeles. Our mission is to provide a public forum for Stakeholders in our neighborhood to express their thoughts, ideas and concerns on community or Citywide issues and, thereafter, convey the collective community positions, through our representative Governing Board and community impact statements to elected officials and City departments. EPNC will allocate its public funds to its operations, outreach, neighborhood improvement projects and neighborhood purpose grants. Our policy and pledge is to: (a) be inclusive, (b) be respectful of various viewpoints, (c) to provide early notification and timely inform our stakeholders about community and Citywide issues that could be of concern to them, (d) to educate board members and stakeholders about City government, and (e) fairly represent and convey our collective representative positions to City leaders.

## ARTICLE III BOUNDARIES

**Boundaries** - The boundaries of EPNC are described as follows, and more particularly depicted on Attachment A – Map of Echo Park Neighborhood Council.

External boundaries for EPNC are described in Section 1. External boundaries are intended to follow logical divisions, including zip code lines, zoning districts, preservation zones, etc.

Internal/District Boundaries are described in Section 2. Internal boundary divisions shall be the middle of the street in areas where one internal district borders another.

### Section 1: Boundary Description

From the intersection of Glendale Freeway (2) and Golden State (5) freeway, Southeast following the Golden State (5) freeway until the Los Angeles River. South along the Los Angeles River until N Broadway. West on N Broadway and following the border of the Buena Vista Elysian Park until the intersection of the Harbor (110) freeway and Park Row Drive. North West on Park Row Drive and joining Academy Road following the park limits. North West on Academy Road until Academy Gate. South on Academy Gate. From the South end of Academy Gate Drive, South East until the Harbor (110) freeway.

Southwest on the Harbor (110) freeway until the intersection with Stadium Way. West on Stadium Way until Lookout Drive. Northwest on Lookout Drive, transforming into Lilac Terrace until Stadium Way. North on Stadium Way until the intersection with Vin Scully Avenue. Then along an imaginary line until the Northwest apex of White Knoll Drive and then along the property line between Marview Avenue and Everett PL/Everett Street until the back of the residence located 908-912 Everett Street and then on Everett Street until Sunset Boulevard. And Southeast on Sunset boulevard until the intersection with the Harbor (110) freeway.

Southwest on the Harbor (110) freeway until the intersection with the Hollywood (101) freeway and Northwest until N Beaudry Avenue. Southwest on N Beaudry Avenue until W 1<sup>st</sup> Street. West on W 1<sup>st</sup> Street and then Beverly Boulevard until S Carondelet Street. Southeast on S Carondelet Street until W 3<sup>rd</sup> Street. Northwest on W 3<sup>rd</sup> Street until S Benton Way. Northeast on S Benton Way until the Hollywood (101) freeway. East on the Hollywood (101) freeway until Coronado Terrace. North on Coronado Terrace until Kent Street. East on Kent Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Marathon Street. West on Marathon Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Scott Avenue. West on Scott Avenue until the property line between the Mayberry Street Elementary and the residence located 2513 Scott Avenue. North along this property line until Mayberry Street. East on Mayberry Street until Coronado Street until Berkeley Avenue. East on Berkeley Avenue to the property line between N Coronado Street and Waterloo Street to Effie Street. East until the intersection of Effie Street and W Effie Street and North along the property line starting between the residences located 2413 W Effie Street and 1700 N Apex Avenue until the northwest Apex of Clifford Street, East on Clifford Street until Glendale Boulevard and North on Glendale Boulevard including the Tommy Lasorda Field of Dreams until the Glendale (2) Freeway. North East on the Glendale (2) Freeway until Golden State (5) freeway.

Shared Asset:

- Mayberry Street Elementary is shared with Silver Lake Neighborhood Council

## **Section 2: Internal Boundaries**

- A. District 1 shall include the boundaries starting at the apex of the Glendale Freeway (2) and the Golden State Freeway (5), Glendale Freeway (2) South to Glendale Boulevard; Glendale Boulevard South to Scott Avenue; Scott Avenue East to Echo Park Avenue; Northeast on Echo Park Avenue to Morton Avenue; Morton Avenue Northeast to Morton Place; Morton Place East/Academy Road to Stadium Way; Stadium Way North to the Golden State Freeway (5).
- B. District 2 shall include the boundaries starting at the Golden State Freeway (5) and Stadium Way; Golden State Freeway (5) South until the Los Angeles River. South along the Los Angeles River until N Broadway. West on N Broadway and following the border of the Buena Vista Elysian Park until the intersection of the Harbor (110) freeway and Park Row Drive. Northwest on Park Row Drive and joining Academy Road following the park limits. Northwest on Academy Road until Academy Gate. South on Academy Gate. From the south end of Academy Gate Drive, Southeast until the Harbor (110) freeway. Southwest on the Harbor (110) freeway until the intersection with Stadium Way. West on Stadium Way until Lookout Drive. Northwest on Lookout Drive, transforming into Lilac Terrace until Stadium Way. North on Stadium Way until the intersection with Vin Scully Avenue. Then along an imaginary line until the northwest apex of White Knoll Drive and then along the property line between Marview Avenue and Everett PL/Everett Street until the back of the residence located 908-912 Everett Street and then on Everett Street until Sunset Boulevard. Sunset Boulevard Northwest to Glendale Boulevard; Glendale Boulevard North to Scott Avenue; Scott Avenue East to

Echo Park Avenue; Echo Park Avenue North to Morton Avenue; Morton Avenue Northeast to Morton Place; Morton Place; Morton Place East/Academy Road to Stadium Way; Stadium Way North to the Golden State Freeway (5).

- C. District 3 shall include the boundaries starting on the intersection of the north side of the Hollywood Freeway (101) and Coronado Terrace. North on Coronado Terrace until Kent Street. East on Kent Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Marathon Street. West on Marathon Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Scott Avenue. West on Scott Avenue until the property line between the Mayberry Street Elementary and the residence located 2513 Scott Avenue. North along this property line until Mayberry Street. East on Mayberry Street until Coronado Street until Berkeley Avenue. East on Berkeley Avenue to the property line between N Coronado Street and Waterloo Street to Effie Street. East until the intersection of Effie Street and W Effie Street and North along the property line starting between the residences located 2413 W Effie Street and 1700 N Apex Avenue until the northwest Apex of Clifford Street, East on Clifford Street until Glendale Boulevard; Glendale Boulevard South to the Hollywood Freeway (101) and finally northwest along the Hollywood Freeway (101) until Coronado Terrace.
- D. District 4 shall include the boundaries starting at Glendale Boulevard and Sunset Boulevard; Glendale Boulevard South to the Hollywood Freeway (101); Southeast on the Hollywood Freeway (101) to the Harbor Freeway (110); the Harbor Freeway (110) North to Sunset Boulevard; Sunset Boulevard Northwest to Glendale Boulevard.
- E. District 5 shall include the boundaries starting from the intersection of the Hollywood Freeway (101) and N Benton Way. East on the Hollywood Freeway (101) to Glendale Boulevard. South on Glendale Boulevard until Beverly Boulevard. Northwest on Beverly Boulevard until S Carondelet Street. South on S Carondelet Street to 3<sup>rd</sup> Street. West on 3<sup>rd</sup> Street until S Benton Way. North on S Benton way to the Hollywood Freeway (101)
- F. District 6 shall include the boundaries starting from the intersection of the Hollywood Freeway (101) and Glendale Boulevard. East on the Hollywood Freeway (101) until N Beaudry Avenue. South on N Beaudry Avenue until W 1<sup>st</sup> Street. West on W 1<sup>st</sup> Street/Beverly Boulevard until Glendale Boulevard. North on Glendale Boulevard until the Hollywood Freeway (101).

#### **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 interest stakeholder shall include those affirm a substantial and ongoing participation within the EPNC boundaries which may include whole or partial ownership of a business, attending school, or being the immediate family member/parent/guardian of a minor attending school, as well as volunteering at a community based organization or non-profit, or regularly participating in a religious organization.

## **ARTICLE V GOVERNING BOARD**

### **Section 1: Composition**

The number of Stakeholders comprising the Board of Governors (“Board”) shall be twenty-one (21), two from each of the six districts and nine At-large seats. The Board seats are:

- A. District 1 Representative – Two (2) seats
- B. District 2 Representative – Two (2) seats
- C. District 3 Representative – Two (2) seats
- D. District 4 Representative – Two (2) seats
- E. District 5 Representative – Two (2) seats
- F. District 6 Representative – Two (2) seats
- G. At-Large Representative – Eight (8) seats
- H. Youth Representative – One (1) seat

Any stakeholder who qualifies as an At-Large candidate and is between 14 and 18 years of age at the time of the election may fill the Youth Representative seat. This seat is always a two year term.

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“the Department”).

### **Section 2: Quorum**

All meetings of the Board shall require eleven (11) Board members in attendance to establish a quorum.

### **Section 3: Official Actions**

A vote on any matter on the Board agenda cannot be made unless there is a quorum. There shall be no proxy voting. Unless otherwise specified in these bylaws or the standing rules, a majority vote by the board members present and voting, not including abstentions, shall be the minimum required to take any action, approve any motion or resolution, or otherwise act on an item of business on behalf of EPNC. The Secretary, or the Chair’s designee, shall tabulate the votes on all action items and convey that information to the Chair at the meeting.

#### **Section 4: Terms and Term Limits**

District Representatives and At Large representatives will each serve four (4) year terms. The Youth Representative will serve a two (2) year term. As of the 2019 Election, there are staggered seats. Five of the At Large seats are considered four year seats and four are considered two year seats. One of the District seats is a four year seat and one is a two year seat. This is to ensure a staggered election cycle; representative terms will all be four years in subsequent elections. If a board member vacates a term, their replacement will serve the remainder of the term vacated. There are no term limits.

*The following clause sunsets and is automatically deleted from these Bylaws after the next election or the following one if applicable:*

At the next election (2021), because of the terms currently in place, one at-large seat will be replaced by the Youth Rep. In every election cycle there should be four at-large seats that are eligible for a full term. In order to preserve this balance, the next four year at-large seat that is vacant will be converted to a two year seat. If no such opportunity occurs, then at the following election (2023) one four year seat converts to two years. The four candidates with the most votes will retain four year seats and the fifth highest count will win a two year seat until the next election in order to preserve the 4 at-large seat rotation.

#### **Section 5: Duties and Powers**

The primary duties of the Board shall be to govern the EPNC and to carry out its objectives. Every Board member is required to actively serve on at least one standing committee or ad hoc committee as long as they are a sitting member of the EPNC board. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by the Chair or official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Board position previously adopted by the Board or a statement that the Board has had insufficient time to develop a position or recommendation on a matter before that body. Executive Committee members have standing authority to make such statements without a specific vote by the Board. Such authority may be revoked at any time by the Board.

#### **Section 6: Vacancies**

In the event of a Vacancy, the Board shall select or appoint a Stakeholder by a majority vote of the Board, to serve for the remainder of the term. Vacancies must be filled by a Stakeholder that qualifies to serve for the vacant seat.

##### **Board Fills Vacancies**

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board, and present documentation of stakeholder status in accordance with attachment B.
- B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

- D. The candidate who wins shall fill the remaining term of the Board seat.
- E. The selection process shall be held in a democratic way.

**Conversion of seat to At Large:**

Any designated seat that remains vacant for 90 days following an election, a resignation, or other vacation of a seat shall convert to an At-Large seat until the next election, when it will revert to its original designation. If the converted seat was a four year term seat, and an election occurs prior to the end of the term, the community will select the member to fill that seat for the remainder of the four year term.

**Section 7: Absences**

Attendance at regular board meetings is mandatory. Attendance at special Board of Governor meetings is mandatory if the agenda states that attendance is required.

Qualifications of mandatory attendance meetings are further defined in the standing rules.

Board members who fail to attend meetings, arrive late, and/or leave early may be removed based on their non-attendance. Late arrivals and early departures, as defined in the Standing Rules, count toward absences.

Absences, arrival and departure times will be recorded in the Board meeting’s minutes.

There are no excused absences from Board of Governors meetings. Three consecutive absences from regular meetings, four absences from regular Board meetings in the course of any 12 month period, or five absences from mandatory Board meetings in the course of any 12 month period will constitute grounds for automatic removal from the Board. See Article V, Section 9.C.

Upon missing the required number of Board Meetings for removal, the Chair shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant. The vacancy will be announced at the next Board meeting, and filled according to procedures set forth in these Bylaws and the Standing Rules.

**Section 8: Censure**

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

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

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

### **Section 9: Removal**

Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the

Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

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

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board

member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
  - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
  - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
  - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
  - d. At the review, the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
  - e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
  - f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
  - g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
  - h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended

to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

**Section 10: Resignation** – If a Board member resigns, the resignation will be submitted in writing and the office will be filled in accordance with Article 5, Section 6 Vacancies. Any Board member that loses their stakeholder status is required to submit their resignation to the CIO, Secretary and Chair of the EPNC immediately. Failure to submit a written resignation will result in a review by the Board of Governors at the next regular meeting to confirm the loss of stakeholder status.

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

## **ARTICLE VI OFFICERS**

### **Section 1: Officers of the Board**

Seven (7) Board members shall be selected as Officers. These officers also serve as District Representatives or as At Large Representatives.

The officers are:

- A. Chair
- B. Vice Chair
- C. Treasurer
- D. Chief Information Officer (CIO)/Second Vice Chair
- E. Secretary
- F. Vice Treasurer
- G. Second Signatory

The Officers of the Board of Governors are selected by the Board of Governors by majority vote of those present and voting, or as prescribed in the Standing Rules.

The Officers of EPNC, excepting the Vice Treasurer and Second Signatory, constitute the membership of the Executive Committee of EPNC.

Any member of the Executive Committee is authorized to sign any documents issued by EPNC through Board action to public, private, or other agencies on behalf of the Board.

### **Section 2: Duties and Powers**

#### **A. Chair**

The Chair will have general supervision and direction of all business and activities of the EPNC. The Chair shall act as a facilitator of the Board of Governors and its interactions with the community.

The Chair shall be responsible for the orderly conduct of EPNC meetings and ensure

that any such meetings are held in a fair and democratic forum. The Chair is encouraged to vote last, and abstain from voting except to break a tie or prevent inaction, or at the Chair's discretion when there is a unanimous vote. The Chair shall be responsible to ensure that all required documents are presented at every Board of Governors meeting. The Chair shall also serve as the Chair of the Executive Committee, and be a full voting member of that body. The Chair is authorized to write and post an agenda on behalf of the Board of Governors. The Chair has discretion over committee membership and chairmanship as set forth in these Bylaws and in the Standing Rules. The Chair will be an ex officio member of all committees.

**B. Vice Chair**

The Vice Chair coordinates work within the EPNC and with other Neighborhood Councils, as well as supporting the Chair. The Vice Chair shall serve in a supportive role to the Chair and shall be the first alternate to the Chair with respect to certain matters that the Chair may be unable to address. The Vice Chair will assist the committees, oversee their tasks, and coordinate their efforts.

The Vice Chair is responsible for the flow of information and coordination with other Neighborhood Councils and alliances. The Vice Chair shall also serve as the Vice Chair of the Executive Committee, and be a full voting member of that body. The Vice Chair is authorized to write and post an agenda on behalf of the Board of Governors if the Chair is unable to do so.

**C. Chief Information Officer/Second Vice Chair**

The CIO makes the work of the Board transparent and accessible to the public. The CIO is responsible for managing the flow of information into or out of EPNC to fulfill its mission. The CIO shall provide the public with proper access to appropriate EPNC information, and where necessary, provide for the secure data transfer of EPNC files. The CIO is responsible for the electronic presence of the EPNC and must provide and maintain social media accounts and web sites for the EPNC. The administration of and authority to post on these entities is set forth in the Website and Social Media Policy. In addition, the CIO is responsible for coordinating with the City to ensure the best use of the Early Notification System (ENS) Community Impact Statements (CIS) and any other systems of public and private agencies that may affect the quality of life in the EPNC neighborhoods. The CIO is required to provide access to all approved records and documents of the EPNC through an online archival system that may be accessed freely by the public. Passwords and access to these archived records shall be shared with Executive Committee members and DONE staff. The CIO shall be responsible for providing records of the EPNC to stakeholders upon request. The CIO shall also serve on the Executive Committee, and be a full voting member of that body. The CIO/Second Vice-Chair is authorized to write and post an agenda on behalf of the Board of Governors if the Chair, Vice-Chair and Executive Committee are unable to do so.

**D. Treasurer.**

The Treasurer shall oversee the finances of the EPNC to assure compliance with all the Department and Los Angeles City requirements. The Treasurer shall Chair the

Budget and Finance Committee. The Treasurer shall review all funding request documents for accuracy prior to Board of Governors consideration and submission to the Department. The Treasurer shall receive and disburse EPNC funds; give financial accountings at each regular meeting; prepare a monthly reconciliation for each EPNC account; submit annual accounting statements to the Department by appropriate deadlines; prepare annual budgets; be responsible for changes to the annual budgets. The Treasurer shall also serve on the Executive Committee, and be a full voting member of that body.

**E. Secretary**

The Secretary makes sure the work of the Committees and the Board reaches intended recipients. The Secretary shall fulfill all correspondence duties not allocated to other officers, including but not limited to communicating with City Officials, Departments and Stakeholders. The Secretary shall be responsible to format all documents, including draft motions, in preparation for the Board of Governors and Executive Committee meetings. The Secretary shall be responsible for finalizing the records of the EPNC and providing them to the CIO for permanent storage. The Secretary shall be responsible for the minutes of the Board of Governors meetings. The Secretary shall take attendance records at each meeting and keep an ongoing attendance log. The Secretary shall tabulate vote counts at the Board of Governors meetings. The Secretary shall serve as a full voting member on the Executive Committee.

**F. Vice Treasurer**

The Vice Treasurer shall serve in a supportive role to and assist the Treasurer in their duties. The Vice Treasurer shall fulfill the duties of the Treasurer if the Treasurer is unable to do so. The Vice Treasurer shall take all City of Los Angeles required funding trainings required of the Treasurer. The Vice Treasurer shall serve on the Budget and Finance Committee. The Vice Treasurer is not a member of the Executive Committee.

**G. Second Signatory**

The Second Signatory acts to verify the accuracy of financial documents requiring second signatures in addition to the Treasurer. Second Signatory shall serve on the Budget and Finance Committee. Second Signatory is not a member of the Executive Committee. Second Signatory duty may be filled by another Officer of the EPNC, except the Treasurer and Vice Treasurer.

**Section 3: Selection of Officers**

Officer positions are selected at the first opportunity after an election during a meeting of the Board of Governors. This action is among the first orders of business following any election. The officers will be selected by majority vote of Board of Governors members present and voting.

An Officer candidate may be nominated by a Board member, stakeholder, or may nominate themselves at the meeting in which the selection will take place.

If more than two candidates present for one position, the Board shall undertake a process of elimination to narrow the eligible candidates to two, and then a majority vote of members present and voting will decide on the seat. This process of elimination may be further delineated in the Standing Rules for EPNC. The candidates may vote in this process.

Only sitting Board members are eligible to fill Officer Positions. Board members are ineligible to fill officer positions if they are being considered for censure or removal.

A member that has expressed interest in an Officer position in writing or email need not be present to win the seat.

Only Board members that have completed all necessary trainings, including ethics and/or budget trainings, and completed the code of conduct, or are within the grace period to do so as defined by the Department, are eligible to fill Officer positions.

#### **Section 4: Officer Terms**

##### **A. Officer Terms**

Officers selected by the Board will serve at the pleasure of the Board, and for one year terms. The term will be defined as one calendar year from the most recent past NC election in the district; the second term shall expire on the day of the new election approximately two years later.

##### **B. Officer Removal**

A petition to remove a member from their position as an officer must be made by a Board member in writing 14 days prior to a regular meeting and delivered to the Chair, CIO, Secretary, and the Department representative. If such a petition is timely delivered, the item shall be placed on the agenda of the next regular or special Board meeting.

Officer positions may be revoked by two thirds (2/3) vote of Board members present and voting at a regular or special Board of Governors meeting. If the officer is removed, the officer position shall be filled at the next regular Board meeting.

### **ARTICLE VII COMMITTEES AND THEIR DUTIES**

#### **Section 1: Standing**

**A. Executive Committee:** The Executive Committee meets to resolve conflicting agendas for Board of Governors meetings, if any, to oversee administrative matters, and to give recommendations to the Board. The Executive Committee shall consist of the five (5) eligible Officers of the Board. Three (3) members shall constitute a quorum. The Chair of the Board, or their designee, shall serve as Chair of the Executive Committee. Executive Committee meetings shall be noticed and held in compliance with the Ralph M Brown Open Meetings Act.

- B. Budget and Finance Committee.** The Budget and Finance Committee is responsible for preparing the annual budget, reviewing all funding requests and making recommendations to the Board. The Budget and Finance Committee will primarily work with the City of Los Angeles to establish neighborhood spending priorities and process. The Budget and Finance Committee will oversee the District Budget Outreach process and prepare the annual EPNC Budget for review and approval by the Board of Governors in a timely way as defined in the Standing Rules. The annual EPNC Budget shall be submitted to the Department in a timely way as defined in the Standing Rules. The committee will assist the Treasurer with accounting and bookkeeping. The Treasurer shall serve as Chair. The committee shall also establish Budget and Finance Committee Rules as part of the Standing Committee Rules.
  
- C. Planning and Land Use Committee.** The Planning and Land Use Committee (PLUC) shall provide a public forum, take input on, review applications and make recommendations to the Board of Governors regarding applications for specific building projects and conditional use permits. Further, PLUC shall advise the Board of Governors on ordinances, policies and long term planning affecting the community, including but not limited to an updated Community Plan, comprehensive revisions to the zoning code (re:code LA) and DBS permit guidelines.
  
- D. Outreach Committee.** The mission of the EPNC Outreach Committee is to support the work of the Board and its committees, provide pathways for the EPNC to connect to the Echo Park community, and to encourage and support activities that increase the awareness of the local community for the activities, goals, and mission of the EPNC.

## **Section 2: Ad Hoc**

The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad Hoc Committees may be defined further in the Standing Rules.

## **Section 3: Committee Creation and Authorization**

The role of committees is to make recommendations to the Board of Governors.

- A. Committee Authority** – Committee recommendations shall be brought back to the full Board for discussion and action.
  
- B. Committee Structure** – With the exception of the Executive Committee, Budget and Finance Committee, and PLUC, the structure of the Committee shall be determined by the Committee Chair. Committee members shall be appointed by the Chair of the Committee. Standing and Ad Hoc Committees shall be comprised of at least two (2) Board members and may include interested Stakeholders. No more than five (5) Board members may sit on any Committee at one time.
  
- C. Committee Chair Appointment and Removal** – All Committee Chairs and Co-Chairs, apart from the Executive Committee and Budget and Finance Committee, shall be appointed and removed by the Chair and confirmed by a majority vote of the Board members present and voting. Reversal of Chair actions requires a majority

plus one vote of the Board. The Chair may appoint interim Committee Chairs who can act as Chair of a committee until the next Board meeting where they can be confirmed. Appointments and removals take effect immediately.

- D. Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.
- E. Changes to Committees** – The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee, with the exception of the Executive Committee and the Budget and Finance Committee. The Board shall review Ad Hoc committees annually.
- F. Changes to Committee membership** – Committee chairs may remove members of their committee. Any removals of committee members after initial formation of the committee may be reversed by Board majority of those present and voting at a BOG meeting.
- G. Committee Chair responsibilities** – Committee Chairs are responsible for creating the agendas and for proper notifications and postings in accordance with the Brown Act and the EPNC Bylaws and Standing Rules. Committee Chairs are also responsible for making all meeting arrangements, including providing copies and reserving space for meetings. The Chairs of the committees shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

## **ARTICLE VIII MEETINGS**

All meetings of the EPNC Board and its committees shall be noticed and conducted in accordance with the Ralph M. Brown Act and any additional ordinances concerning open meetings promulgated by the City of Los Angeles.

### **Section 1: Meeting Time and Place**

At a minimum, regular meetings of the Board shall be held quarterly on the fourth (4<sup>th</sup>) Tuesday of the month or at such other time and place set forth in its Standing Rules.

### **Section 2: Agenda Setting**

The Chair sets the agenda for the monthly regular meeting of the Board of Governors. This agenda must be circulated as a draft agenda to the Board of Governors six full days in advance of the meeting date. This agenda must be posted in accordance with the Brown Act at least seventy two hours prior to the Board of Governors meeting. The Chair also sets the agenda as necessary for Special Meetings of the Board of Governors. Any item passed unanimously by two committees must be included on the Board of Governors agenda for the next regular Board of Governors meeting.

If the Chair is unable to set the agenda, the Vice Chair is authorized to set the agenda; if the Vice

Chair is unable to do so, the CIO is authorized to set the agenda; if the CIO is unable to set the agenda, the Secretary is authorized to set the agenda; if the Secretary is unable to do so, the Treasurer is authorized to set the agenda.

Any Executive Committee Officer may call a meeting of the Executive Committee to resolve conflicting agendas, amend an agenda, or set the agenda. All changes, conflicts and amendments shall be resolved by a majority vote of the EC. If the EC votes to set an agenda, it supersedes an agenda set by an individual Officer.

### **Section 3: Notifications/Postings**

Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. Notification of all meetings shall include, at a minimum, one (1) posting primary physical location within the Neighborhood Council boundaries, sending to [NCsupport@lacity.org](mailto:NCsupport@lacity.org) for distribution through the ENS, and on the EPNC website. If the agenda is not posted on the EPNC website, then the agenda will be posted in four additional physical locations as set forth in the standing rules. Agendas shall also be emailed to a Stakeholder database, if any. When available, minutes of previous meetings and other supporting documents shall be posted with meeting notices on the website, if any, and as specified in the Standing Rules..

**Section 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 (2) days, shall: first make a motion for reconsideration and, if approved, shall 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 (2) items shall be placed on the agenda for the meeting: (i) a motion for reconsideration on the described matter and (ii) the original motion should the motion to reconsider 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 taken. 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 to the Chair a motion with a written second no less than seven days prior to the next regular meeting. Accompanying this motion must be a memorandum identifying the matter to be reconsidered and a description of the reason(s) for requesting reconsideration. The basis and procedure for reconsideration may be further clarified in the Standing Rules. If there has been a regular meeting since the action was taken, a motion to reconsider is no longer appropriate or valid. Likewise, if an action has taken place based on the original motion, a reconsideration is no longer a viable action.

## **ARTICLE IX FINANCES**

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of EPNC's accounts.
- E. At least once each quarter, the Chair and at least one (1) other individual designated as the second signatory separate from the Treasurer, who is designated by the Board, shall examine EPNC's accounts and attest to their accuracy before submitting the documentation to the Department for further review. If the Chair is serving as the second signatory, the Vice Chair shall perform the examination.
- F. EPNC will not enter into any contracts or agreements except through the Department.

## **ARTICLE X ELECTIONS**

### **Section 1: Administration of Election**

The EPNC'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 Article IV, Article V, Section 1: Composition, Section 4 of this Article and Attachment B.

### **Section 3: Minimum Voting Age**

All Stakeholders aged sixteen (16) and above shall be entitled to vote in the EPNC elections.

### **Section 4: Method of Verifying Stakeholder Status**

Stakeholders shall verify their status by documentation pursuant to the guidelines established by the governing City body.

Voters may verify their Stakeholder status through written self-affirmation. Stakeholders that use self-affirmation may not vote for District Representatives and may only vote for At Large Candidates. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood (as defined in Article IV) and providing the documents to support that declaration pursuant to the guidelines established by the appropriate City officials. Voters may claim a stake in only one District within the EPNC boundaries. If multiple valid claims are present, the Voter must decide which district they will cast their vote in. Eligible District Voters may vote for all at large seats and representatives from the District in which they have a stake.

**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**

EPNC shall establish a grievance procedure that is set forth in its Standing Rules. This procedure shall be consistent with any rules and regulations established by the City of Los Angeles for the citywide system of Neighborhood Councils. The grievance process and procedures are not intended to resolve disagreement or disputes involving legitimate decisions or actions of the EPNC Board, but rather is intended to provide a process by which community Stakeholders can express their concerns about decisions or actions taken by the Board that do not comport with their own Bylaws, rules or regulations and laws that apply to EPNC. The grievances will be resolved by a panel or committee as established by the Standing Rules and will become final when a written memorandum of decision is sent to the grievant. The determination in the memorandum is final unless preempted by another City mandated grievance procedure.

**ARTICLE XII PARLIAMENTARY AUTHORITY**

When EPNC Bylaws and Standing Rules do not pertain, *Robert's Rule of Order Revised* shall be the parliamentary guide. The Board members are encouraged to become familiar with Robert’s Rules of Order to further expedite community business. The Chair is authorized to select an individual to act as Parliamentarian and advise the Chair and the Board on matters of Parliamentary process. The Board may create Standing Rules to supplement these Bylaws, which must be approved by a majority of the Board present and voting.

**ARTICLE XIII AMENDMENTS**

Amendments, including changes, additions, or deletions to these Bylaws may be proposed by a Board member during the public comment or Future Agenda Items period of a regular meeting of the Board. Proposed amendments to these Bylaws must then be formalized in writing and delivered to the Chair, Vice Chair, CIO and Secretary no less than 14 days prior to the next regular meeting. If such a proposed amendment is timely delivered, it shall be placed on the agenda for public discussion at the next regular meeting. The Board may postpone action on the amendments; refer them to committee for further review and discussion; convene a special meeting to deal with the items; or may take action on the amendments at the meeting per the agenda. Any action taken on any proposed Bylaws Amendments shall require two-thirds of those present and voting.

Board action resulting in a recommendation to amend the Bylaws must be followed by an application for Bylaw Amendment being submitted to the Department by the Chair, or the

Chair's designee. This application shall be submitted within 14 day of the Board action.

## **ARTICLE XIV COMPLIANCE**

EPNC, 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 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**

EPNC, its representatives, and all Stakeholders shall conduct all EPNC business in a professional and respectful manner. Each and every Board member shall abide by the Code of Civility as established by EPNC in its Standing Rules. Violations of the Code of Civility during any EPNC meeting may be used as a basis for removal of Stakeholders from such meeting and the lack of recognition of Board members at meetings. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy. All EPNC Board members shall abide by the Stakeholder Bill of Rights as provided by the EPNC.

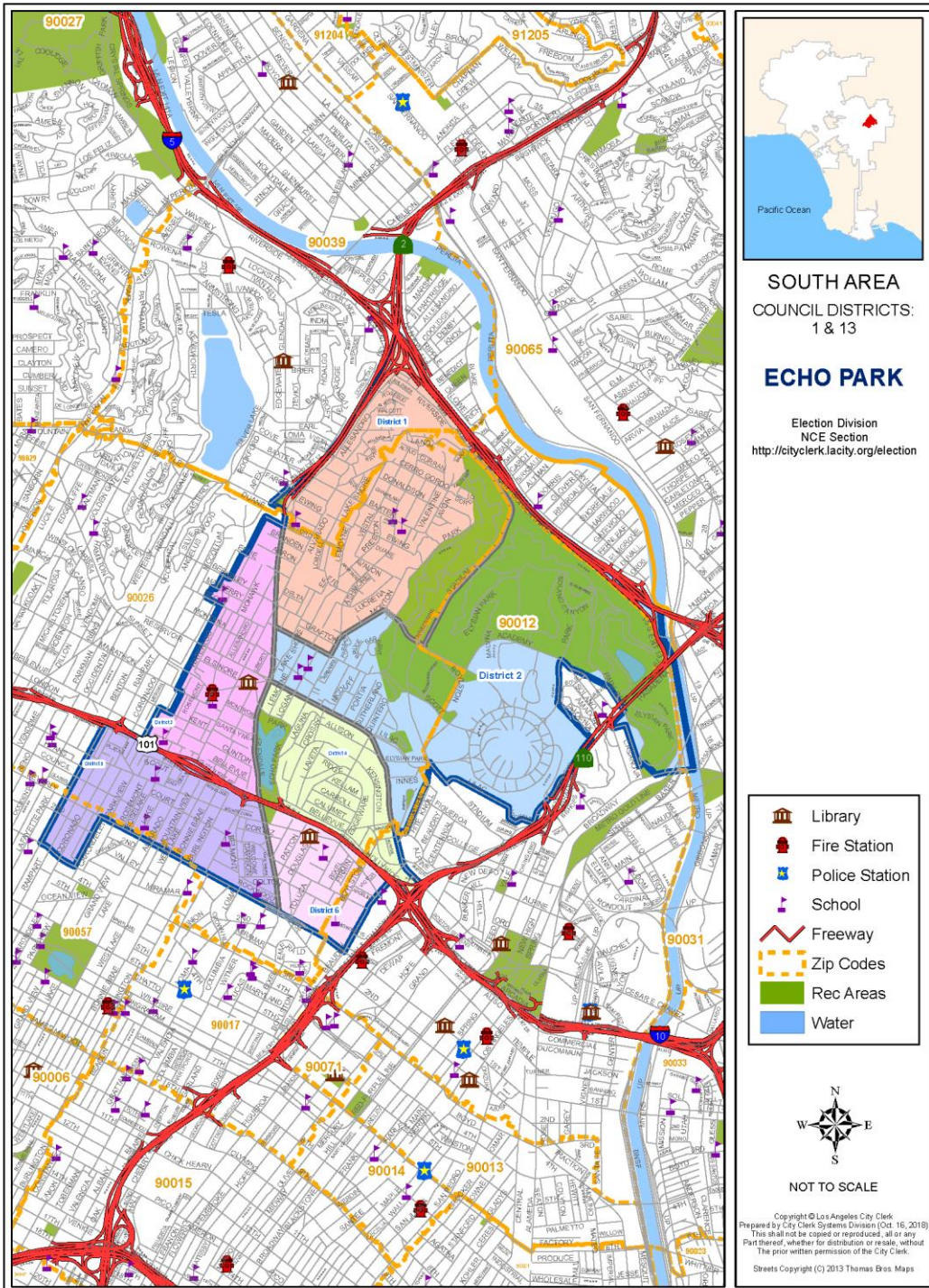
### **Section 2: Training**

All Board members shall complete the following: the City of Los Angeles Ethics training; sign and submit the EPNC code of conduct; the Department Budget and Finance training; any other trainings and/or certifications required by the Department or the City of Los Angeles. All of the requirements must be fulfilled within 120 days of being seated as a Board member. (Board members selected to fill vacancies are required to complete all of the above within 90 days of being selected.) Failure to complete these requirements will result in automatic removal from the Board in accordance with Article V, section 9. In accordance with the Department regulations, Board members that have not completed their Ethics and funding training are prohibited from making motions or voting on funding related matters.

### **Section 3: Self-Assessment**

Every year, EPNC shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

# ATTACHMENT A – Map of Echo Park Neighborhood Council



**SOUTH AREA**  
**COUNCIL DISTRICTS:**  
 1 & 13

## ECHO PARK

Election Division  
 NCE Section  
<http://cityclerk.lacity.org/election>

- Library
- Fire Station
- Police Station
- School
- Freeway
- Zip Codes
- Rec Areas
- Water



Copyright © Los Angeles City Clerk  
 Prepared by City Clerk Systems Division (Oct. 16, 2018)  
 This shall not be copied or reproduced, all or any  
 part thereof, whether for distribution or resale, without  
 the prior written permission of the City Clerk.  
 Streets Copyright (C) 2013 Thomas Bros. Maps



## ECHO PARK NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK  
 CITY OF LOS ANGELES



**ATTACHMENT B – Governing Board Structure and Voting  
Echo Park Neighborhood Council - 21 Board Seats**

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
At Large Representative Term: 4 Years	8	Elected	Any Stakeholder (See Article IV) who is at least 18 years of age at the time of the election.	Any Stakeholder (See Article IV) who is at least 16 years of age at the time of the election.
District 1 Representatives Term: 4 Years	2	Elected	Stakeholders in District 1 (See Article IV) who are at least 18 years of age.	Stakeholders in District 1 (See Article IV) who are at least 16 years of age.
District 2 Representatives Term: 4 Years	2	Elected	Stakeholders in District 2 (See Article IV) who are at least 18 years of age.	Stakeholders in District 2 (See Article IV) who are at least 16 years of age.
District 3 Representatives Term: 4 Years	2	Elected	Stakeholders in District 3 (See Article IV) who are at least 18 years of age.	Stakeholders in District 3 (See Article IV) who are at least 16 years of age.
District 4 Representatives Term: 4 Years	2	Elected	Stakeholders in District 4 (See Article IV) who are at least 18 years of age.	Stakeholders in District 4 (See Article IV) who are at least 16 years of age.
District 5 Representatives Term: 4 Years	2	Elected	Stakeholders in District 5 (See Article IV) who are at least 18 years of age.	Stakeholders in District 5 (See Article IV) who are at least 16 years of age.
District 6 Representatives Term: 4 Years	2	Elected	Stakeholders in District 6 (See Article IV) who are at least 18 years of age.	Stakeholders in District 6 (See Article IV) who are at least 16 years of age.
Youth Representative Term: 2 Years	1	Elected	Any stakeholder (See Article IV) who is between 14 and 18 years of age at the time of the election	Any Stakeholder (See Article IV) who is at least 16 years of age at the time of the election.