

APPROVED  
6/8/09

**NEIGHBORHOOD COUNCIL BYLAWS  
GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL**

**ARTICLE I. NAME**

- A. The name of the neighborhood council shall be: Granada Hills South Neighborhood Council (Neighborhood Council)

**ARTICLE II. BOUNDARIES**

- A. The area with the following boundary lines shall define the Neighborhood Council:
1. West: Aliso Canyon Wash
  2. North: 118 Freeway
  3. South: North of Devonshire Street
  4. East: 405 Freeway

**ARTICLE III. OBJECTIVES AND POLICIES**

- A. Objectives. The Neighborhood Council's objectives are to:

1. Promote good planning and land use, fair taxation, representative government, and the general welfare of the community of Granada Hills (Community);
2. Provide an inclusive open forum for the discussion, deliberation and collaboration of Community issues;
3. Act as an advocate for the Community on issues with government agencies and other organizations;
4. Collaborate with other organizations within the Community to help them in accomplishing their goals which the Neighborhood Council determines to support and are consistent with these Bylaws; and
5. Monitor the delivery and enforcement of city services within our boundary area.

- B. Policies. The Neighborhood Council's policies are to:

1. Inform the membership, stakeholders and others of upcoming issues, activities, projects and/or changes which may affect or have the potential to affect the Community;
2. Avoid interfering in the internal affairs of any individual, group or organization;
3. Provide assistance to individuals and groups in achieving goals which promote Community betterment;
4. Facilitate open debate as to all aspects of any issue before the Neighborhood Council (within reasonable parameters determined by the Neighborhood Council Chair or acting chair of the meeting);
5. Make recommendations for civic action commensurate and consistent with these Bylaws;

6. Have fair and open procedures for the conduct of our neighborhood council business;
7. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age disability, marital status, income, or political affiliation; and
8. Utilize the Early Notification System to inform the Neighborhood Council of matters involving the City of Los Angeles and our Community to enhance involvement in the decision-making process.

#### **ARTICLE IV. PARTICIPATION IN POLITICAL AFFAIRS**

- A. This Neighborhood Council shall not act as a political organization or provide active support to any candidate or political organization. The Neighborhood Council may adopt a position in support/opposition to a ballot measure or legislation; however, no public funds may be expended to advance that position.

#### **ARTICLE V. AFFILIATIONS**

- A. The Neighborhood Council may affiliate itself, or enter in an affiliation with any other organization or group, other than a partisan political organization or group. Prior to entering into any affiliation, the Neighborhood Council will consult with its legal counsel, the Office of the City Attorney.

#### **ARTICLE VI. MEMBERSHIP**

- A. Definition of Stakeholder. Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work, or own property in the neighborhood, and also to those who declare a stake in the neighborhood and affirm a factual basis for it.
- B. Registration as Voting Stakeholder. All Stakeholders, as defined in Article VI(A), are voting Stakeholders. Once a Stakeholder identifies their community affiliation they will also be able to vote for the specific-seat category for which they meet the qualifications to act as a Director. If they qualify for multiple specific-seat categories they can also vote for the specific-seat Directors in those categories.
- C. Age Requirements. All Voting Stakeholders must be at least 16 years of age.
- D. Membership Forfeit. A membership is automatically forfeited when one no longer lives, works, owns property, or is a student within the boundaries of the Neighborhood Council, or is a member of a community based organization that meets at least four times a year within the boundaries of the Neighborhood Council.

#### **ARTICLE VII. DIRECTORS**

- A. The Neighborhood Council is headed by a Board of Directors, which is elected by the Stakeholders of the Neighborhood Council. The Board shall represent the Stakeholders in the boundary of the Neighborhood Council.

- B. Directors Responsibility. It is the responsibility of the Directors elected to represent all the stakeholders in the Neighborhood Council. The Directors elected to specific-seat categories should also bring issues relating to their specific area of representation to the Neighborhood Council's Board of Directors and Stakeholders.
- C. Number of Directors. The Board of Directors shall consist of twenty-one (21) Directors and the immediate past President as an ex-officio non-voting member.
- D. Official Action and Quorum. Of the twenty-one (21) Directors on the Board, a quorum of eleven (11) Board Directors must be established before any official meeting or official Board action is taken. **Once a quorum is established, the Neighborhood Council will take official action by a majority vote taken among the Board Directors. A majority shall be defined as any number in excess of 50% of the votes cast, exclusive of abstentions and recusals.** In any meeting with less than a quorum, the Board of directors can: (1) adjourn the meeting and/or continue it to another date; or (2) announce that there is no quorum and therefore no official Board action will be taken, but that the Board of Directors will remain to hear public input on those matters listed on the agenda. If a public hearing has been scheduled, it must be made clear that no action on the item will be taken, and that without a quorum, the taking of public comment is for only those Board members present and not the full Board of Directors.
- E. Term of Service. Directors shall serve a two (2) year term.
- F. At-Large Directors. Ten (10) Directors shall be elected as "At-Large." An At-Large Director shall be any stakeholder not running or elected for a specific-seat position defined below. One such A-Large Director shall be elected by Stakeholders who declare a stake in the neighborhood and affirm a factual basis for it.
- G. Special Interest Directors. Eleven (11) Directors shall be elected for specific-seat positions defined as follows:
1. Business. This Director shall own or work (full or part-time) for a business that is physically located within the boundaries of the Neighborhood Council, or from persons legally operating a business from their primary residences within the boundaries of the Neighborhood Council.
  2. Community Organizations. This Director shall be a member of a community organization (e.g. neighborhood watch groups, veteran's organization, service group, volunteer organization, political organization, or other) that regularly meets (at least four times a year) within the boundaries of the Neighborhood Council.
  3. Education. This Director shall work (full or part-time) for a school, adult-school, day-care center, pre-school, or other educational group (an *Educational Institution*) located within the boundaries of the Neighborhood Council OR shall live within the boundaries of the Neighborhood Council and work for any Educational Institution.
  4. Parks and Cultural Arts. This Director shall be a member of a park organization or Cultural Arts organization, e.g. libraries, historical societies, theater groups, museums, or organizations dedicated to enhancing music, arts or culture that meets at least four times a

year within the boundaries of the Neighborhood Council OR this Director shall live within the boundaries of the Neighborhood Council and be a member of a parks organization or Cultural Arts organization that meets at least four times a year. This Director shall also report on issues affecting the environment.

5. Faith-Based Groups. This Director shall be a member of a church, temple, mosque and other faith-based groups that have facilities physically located within the boundaries of the Neighborhood Council. If one of these facilities also operates a full-time educational program within the Neighborhood Council boundaries, a school representative may also apply to be elected to the Neighborhood Council as the Education representative.
  6. Homeowners. This Director shall own and live in a residential dwelling, condominium, townhouse, or apartment within the boundaries of the Neighborhood Council.
  7. Renters. This Director shall rent and reside in a home, condominium, townhouse, or apartment within the boundaries of the Neighborhood Council.
  8. Seniors. This Director shall reside within the boundaries of the Neighborhood Council and shall be at least 55 years old.
  9. Students. This Director shall be a student, ages 16 through 25, attending a school or residing within the boundaries of the Neighborhood Council.
  10. Youth Organizations. This Director shall be a member of a youth-based organization (e.g. Boy and Girl Scouts, Indian Guides, 4-H Clubs, Little League, AYSO, and other youth organizations) whose meetings or activities are regularly held (at least four times a year) within the boundaries of the Neighborhood Council.
  11. Commercial Property Owner. This Director shall own property that is zoned for commercial purposes within the boundaries of the Neighborhood Council.
- H. Vacancy of a Director Position. Directors shall be appointed by a majority vote of the Board of Directors to fill vacancies. Such appointed Director shall meet the requirements of that vacant seat and shall complete the term of the replaced Director.
- I. Voting on Board Matters. Each Director shall have one vote on matters coming for a vote at the Neighborhood Council meetings they attend. **Directors may abstain or recuse themselves from voting, in which case their vote shall not be considered in determining majority.** There shall be no proxy or absentee voting.
- J. Grounds for Removal. Any Director who: (1) fails to attend six (6) board meetings in any two-year period; or (2) has three (3) unexcused absences in any one-year period may be removed by a majority vote of the Board. The Board of Directors will consult with its legal counsel; the Office of the City Attorney throughout the removal process.
- K. Loss of Quorum due to Vacancies and Authority to Fill Vacancies.
1. If the Neighborhood Council lacks a sufficient number of board members necessary to establish a quorum, then the remaining board members are granted limited authority to conduct a public meeting and fill any vacant seats on the board according to the restrictions or criteria that exist for the seat. The public meeting to re-establish the

quorum shall be conducted in accordance with the Brown Act, shall comply with any applicable policies adopted by the Board of Neighborhood Commissioners on this subject, shall be unanimously attended by each and every existing member on the board, and any vacant seat shall be filled by a majority vote. No other business shall take place at this public meeting. Until such time as a sufficient number of the vacancies have been filled that re-establishes a quorum, those persons appointed to the vacant seats shall not participate or vote in the filling of vacancies. After the quorum is re-established the Neighborhood Council may fill or continue filling any vacancies in accordance with the regular appointment procedure contained in these bylaws Article VII (H).

2. If more than three-fourths of the seats on the Board are or become vacant, then the remaining board members shall not be authorized to appoint any vacancies and instead are solely authorized to take any and all action necessary to conduct an election for the entire board. If there are no board members, then DONE may name the members for the election committee who shall then be authorized and have all power necessary to conduct an election for all board seats.

L. Youth Board Directors. A Board Director who is less than 18 years of age shall be precluded and shall recuse from voting on matters regarding the expenditure of funds; the entering into of contracts or contractual matters of the neighborhood council; and determinations that will advise any 3rd party in City government on a contract, including the entry, renewal, or contract terms.

M. Diverse Board. The Board of Directors shall reflect the diversity of the Neighborhood Council's community stakeholders. Accordingly, no single community stakeholder group shall comprise a majority of the Board of Directors, unless extenuating circumstances are warranted and approved by DONE.

## **ARTICLE VIII. VOTER ELIGIBILITY**

A. People who meet the qualifications of a Stakeholder, defined in Article VI(A) are allowed to vote for all the At-Large Director positions, plus the defined specific-seat categories for which they meet the qualifications to act as a Director.

## **ARTICLE IX. OFFICERS**

A. Executive Officers shall be elected at the first meeting following a board member election. The Board of Directors shall elect from amongst their number the following: President, Vice President, Secretary, and Treasurer. Officers shall serve at the will of the board.

B. The President shall:

1. Preside over all Neighborhood Council General Meetings and Special Meetings and determine whether a quorum of the Board of Directors is present;
2. Appoint all Standing Committee Chairs from the Board of Directors with the approval of the Board of Directors.

3. Appoint all Standing Committee members, Adhoc Committee Chairs and Adhoc Committee members from Stakeholders (including the Board of Directors) with the approval of the Board of Directors.
4. Represent the Neighborhood Council, or appoint a designee to represent the Neighborhood Council regarding issue of concern to the community;
5. Appoint a parliamentarian from among the Stakeholders who shall not be from the Board of Directors; and
6. Be an ex-officio member of all Standing Committees.

C. The Vice-President shall:

1. Preside over meetings in the absence of the President and serve if the President is unable to serve; and
2. Secure the meeting location and any necessary permits for the Neighborhood Council General Meetings and Special Meetings. The Neighborhood Council will work with DONE to obtain approved meeting sites that are ADA compliant.

D. The Secretary shall:

1. Be responsible for keeping minutes of all meetings and making such minutes available to all interested parties.
2. Post all meeting notices in accordance with the Brown Act;
3. Be the official custodian of all records of the Neighborhood Council and shall be responsible to maintain these records in appropriate form, with the exception of its financial and membership records;
4. File all documents, reports, certificates and writings as are required and/or necessary for the Neighborhood Council to comply with local, state and federal law;
5. Submit information required of neighborhood councils by the City of Los Angeles; and
6. Perform these responsibilities in conjunction with other Board Directors, but responsibility rests with the Secretary.

E. The Treasurer shall:

1. Serve as the financial officer of the Neighborhood Council and maintain procedures for accountability in accordance with the City of Los Angeles DONE guidelines and GAAP (Generally Accepted Accounting Principles);
2. Prepare all budgets and apply for Neighborhood Council funds;
3. Be the official custodian of all financial accounts, books and records of the Neighborhood Council and shall be responsible to maintain these records in an appropriate form; and provide a report to the Board at least quarterly on all financial matters and provide open access to financial records when requested.

F. Parliamentarian. The Parliamentarian shall be responsible for settling parliamentary questions, using a current revision of Robert's Rules of Order if they do not conflict with the Brown Act, and then with the Neighborhood Council bylaws if they are not in conflict with the Brown Act.

## ARTICLE X. COMMITTEES

### A. Standing Committees

1. Each Standing Committee shall have no more than five (5) Board of Directors, and may have any number of Stakeholders deemed appropriate.
2. Quorums. A Quorum shall be defined as 51% or more of the committee present. Once a quorum is established, the Committee will take official action by a majority vote **taken among the members**. The actions, recommendations and policies of all Committees shall be subject to approval by official action of the Board of Directors.
3. Permanent Standing Committees
  - a. Community Outreach Committee. The Community Outreach Committee shall be responsible for coordinating information exchange between the Neighborhood Council Stakeholders, the Board Directors, and all outside community groups. The Community Outreach Committee shall also seek out prospective Stakeholders and/or Board Directors from groups who may be lightly represented in the Neighborhood Council. This Community Outreach Committee shall report to the Board on a monthly basis and shall inform the Board of the Committee's outreach efforts for the month; the Committee's efforts toward sustaining, improving, and obtaining diversity among the Neighborhood Council's stakeholders; the Committee's suggestions for further improving communication and outreach for the Neighborhood Council; update the Board on the Committee's ongoing communication and outreach project; and establish measurable goals with deadlines that may track progress toward the overall objectives for improving communication and outreach. The Community Outreach Committee will distribute periodic announcements to all Stakeholders within the boundaries of the Neighborhood Council. The Community Outreach Committee shall be responsible for establishing written procedures for communicating with all Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner in accordance with the DONE plan for a Citywide System of Neighborhood Councils. The Neighborhood Council will endeavor to use modern technology to its advantage to deliver information to the stakeholders.
  - b. Membership Committee. The Membership Committee shall be responsible for establishing and maintaining all membership records of the Neighborhood Council. This shall include names, addresses and e-mail addresses of all members. These records will remain private and only be used by the Neighborhood Council for official purposes. Stakeholders' personal information will remain private to the extent allowed by law.

- c. Other Committees. Other Standing Committees as identified in the Standing Rules, appointed by the President, and approved by the Board of Directors.

B. Ad Hoc Committees

It is anticipated the President and the Board of Directors may wish to create Ad Hoc Committees and appoint Stakeholders (including Directors) as head of those committees. This action should be done with the approval of a majority of Board members during a regular meeting.

**ARTICLE XI. MEETINGS**

A. Agenda, Posting & Notification:

1. The agenda for all Neighborhood Council General and/or Special Meetings shall be set by the President. Stakeholders, and Board members, may make requests to add particular items to a future agenda during the public comment period and/or Board comment period at a meeting of the Neighborhood Council.
2. Committee Meeting agendas shall be set and approved by Committee Chairs.
3. Agendas for regular Board and Committee meetings shall be posted at a minimum of five (5) public locations with a minimum of seventy-two (72) hours notice prior to the meeting. The five (5) posting locations are indicated in Attachment C of the Certification Application.
4. Agendas for Special Meetings shall be posted at a minimum of five (5) public locations with a minimum of twenty-four (24) hours notice prior to the meeting.
5. All meetings of the Neighborhood Council, including posting and notification of agendas, must comply with and be held in accordance with the Brown Act.

B. Neighborhood Council General Meetings: The Board of Directors shall meet at least quarterly, on a consistent day and time, at a regular location within the boundaries of the Neighborhood Council. If a meeting day falls on a holiday, or there is another reason to change the date or venue, the change shall be posted on the web site and at a minimum of five (5) public locations seventy-two (72) hours prior to the new meeting.

C. Committee Meetings: Committee Meetings shall be presided over by the Committee Chairs and shall have a regularly scheduled meeting, place and time, and fall under the Brown Act.

D. Special Meetings: If urgent action is required to respond to an item or situation, the President or Vice-President may convene a Special Meeting with concurrence of at least five (5) other Directors. A Special Meeting may also be called at any time by fifty (50) Stakeholders of the Neighborhood Council petitioning the Board. A quorum of Board Directors is still needed to take official Board action at these Special Meetings. An approved agenda must be posted 24 hours in advance at all identified Public Notice Locations (Attachment C of the Certification Application).

E. Public Testimony & Comment Period. All meetings of the Neighborhood Council, including Special Meetings, shall be conducted under the provisions of the Brown Act and all meetings

shall be open to the public. Public testimony shall be taken after the presentation of an item and before the item is voted upon. A public-comment period shall be a part of each meeting.

- F. Adjournment/Suspension of Meetings. All meetings may be adjourned or suspended to another specified time, place, and date, but not beyond the next regular meeting. All adjourned or suspended meetings must meet the notification requirements of the Brown Act.

## **ARTICLE XII. ELECTIONS**

- A. Nominations of Directors. Elections shall be conducted every two years in the even numbered years and shall be administered by the City Clerk beginning April thru June 2010. The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the City Clerk shall take precedence over any inconsistent language in these bylaws. Notification shall be posted on the website and at no less than five (5) public sites. Any Stakeholder in the neighborhood council may place his/her name, or the name of any similarly qualified Stakeholder who accepts, into nomination for a position on the Board.
- B. Campaigning. Each candidate for Director may address the stakeholders at a Candidate Forum prior to the voting process.
- C. The candidate receiving the highest number of votes on Election Day shall be elected. Newly elected directors shall assume their duties following their installation and *after* resolution of all election challenges.
- D. Installation of Board. Installation of the Board of Directors shall take place within thirty (30) days following the election.

## **ARTICLE XIII. APPEAL – GRIEVANCE & RECONSIDERATION PROCEDURES**

### **A. Formal Grievance Process**

1. Any grievance by a Stakeholder must be submitted in writing to the Board.
2. At the next regularly scheduled general meeting after receipt of the grievance, a list will be compiled of Stakeholders who wish to serve on a grievance panel. The list will remain open for Stakeholders to express their interest to serve for seven (7) days following the meeting.
3. At that time, the Secretary shall randomly draw five (5) names to serve on the ad hoc grievance panel. The Board shall determine the method of randomness.
4. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss ways in which the grievance may be resolved. The meeting shall be held within fourteen (14) days of the ad hoc grievance panel being selected. The Secretary shall facilitate the meeting.

5. After hearing the grievance, the panel will discuss possible solutions and draft a report and recommendation to be heard at the next regularly scheduled general meeting of the Board.
  6. The Secretary will add the grievance panel's recommendation to the agenda of the next regularly scheduled general meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting, but the matter shall not be discussed among the Board Members until the matter is heard at a meeting of the Board pursuant to the Brown Act.
  7. The Board shall hear the grievance, take into consideration the grievance panel's recommendation and shall vote by official action at that time on the matter.
  8. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at all meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with these Bylaws, or its failure to comply with the City's Charter, the Plan, Local ordinances, and/or State and Federal law.
  9. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department of Neighborhood Empowerment for consideration or dispute in accordance with the Plan.
- B. Appeal of Board Action. The Board of Directors is the only body authorized to make decisions for the Neighborhood Council. Any stakeholder within the Neighborhood Council boundaries may make a request during the public comment section of the same meeting that a Board item be reconsidered. However, the decision to reconsider must be made by the Board.
- C. Motion for Reconsideration Process. The Board may reconsider or amend its actions through the following Motion for Reconsideration process:
1. The Board's approval of a motion for Reconsideration must occur within the following specific periods of time: The Motion for Reconsideration must be approved either:
    - (a) During the same meeting where the Board initially acted; or
    - (b) During the Board's next regularly scheduled meeting that followed the meeting where the action subject to reconsideration occurred.

These specific time frames do not prevent the Neighborhood Council from convening any special meetings within the specified time frames to address a Motion for Reconsideration.

2. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of

the Board. After determining in the affirmative that an action should be reconsidered, the Board then has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within limitations that are stated in the Motion for Reconsideration.

3. The Motion for Reconsideration shall only be proposed by a Director of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Director"). The Moving Board Director may make the Motion for Reconsideration by either:
  - (a) An oral motion that is made during the same meeting where the action that is the subject of reconsideration occurred, or
  - (b) By properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
4. If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, then the Motion for Reconsideration must be on the agenda by submitting a memorandum to the President and Secretary at least three days in advance of the deadline for posting notices for the meeting. The Moving Board Director's memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the President and the Secretary with the language necessary to complete the information that must be stated in the agenda. The language that must be stated in the agenda is an adequate description of the:
  - (a) Motion for Reconsideration and its description of the item that is to be reheard; and
  - (b) A proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
5. When Motion for Reconsideration is brought before the Board for reconsideration, then that motion may be seconded during the public hearing by any member of the Board.
6. This reconsideration process shall be conducted at all times in accordance with the Brown Act, including that: any discussion on the issue remain within permissible discussion parameters; that any decision is made during the public hearing; and that, if the Motion for Reconsideration is considered at a subsequent meeting to the meeting where the act that is the subject of reconsideration occurred, then the Motion for Reconsideration is properly listed on that meeting's agenda.

#### **ARTICLE XIV. AMENDMENTS TO BYLAWS**

- A. All suggested amendments to these Bylaws shall be submitted to the Secretary in writing (including facsimile transmission or e-mail). The Secretary shall place the suggested amendment on the agenda for the next Neighborhood Council meeting to be discussed and voted on by the Board of Directors.. These Bylaws shall be amended by a two-thirds majority vote, **meaning that 2/3 of the votes cast, exclusive of abstentions and recusals**

**must be in the affirmative.** Amendments approved by the Neighborhood Council shall be forwarded within two (2) weeks to DONE, and shall not be valid, final, or effective until approved by DONE, or the Board of Neighborhood Commissioners.

#### **ARTICLE XV. CONDUCT OF BUSINESS**

- A. Neighborhood Council business will be conducted in accordance with the Brown Act, any applicable local, state, or federal law, Neighborhood Council Bylaws (if not in conflict with the above stated laws), then Robert's Rules of Order (if not in conflict with the above stated laws and the Neighborhood Council Bylaws).

#### **ARTICLE XVI. ETHICS**

- A. The Neighborhood Council, its representatives, and all Stakeholders shall endeavor to conduct Neighborhood Council business in a professional and respectful manner. The Neighborhood Council is committed to developing a system whereby pertinent information transmitted through the City's Early Notification System shall be made available in a timely manner. The Neighborhood Council, its representatives, and all Stakeholders shall: (1) refrain from violating the Bylaws; (2) be subject to any or all applicable Ethics Laws; and (3) abide by the City of Los Angeles' document entitled "Plan for a Citywide System of Neighborhood Councils" and all applicable local, county, state, and federal laws.

#### **ARTICLE XVII. NON-COMPENSATION OF OFFICERS AND DIRECTORS**

No Officer, Board Director or Committee Chair shall be entitled to receive a profit from activities associated with Neighborhood Council business. This is not to prohibit the Board of Directors from reimbursing any Officer, Director, or Committee Chair for approved out-of-pocket expenses used for Neighborhood Council business.

#### **ARTICLE XVIII. FINANCIAL ACCOUNTABILITY**

- A. The Granada Hills South Neighborhood Council agrees to comply with all financial accountability requirements as specified by City Ordinance. The Granada Hills South Neighborhood Council further agrees to comply with all financial reporting requirements as prescribed by the Department of Neighborhood Empowerment.