



**GRANADA HILLS SOUTH
NEIGHBORHOOD COUNCIL BYLAWS**

MARCH, 2011

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ARTICLE I NAME

The name of this Neighborhood Council shall be the Granada Hills South Neighborhood Council (Council).

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (City) in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is 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.
6. Facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is 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 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 Council business;
7. 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 Council of matters involving the City and our Community to enhance involvement in the decision making process.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries abut the boundaries of adjacent Councils and include those areas of the City within the following lines of demarcation:

1. West: Aliso Canyon Wash
2. North: 118 Freeway
3. South: North of Devonshire Street
4. East: 405 Freeway

The boundaries of the Council are set forth on the Map of the Granada Hills South Neighborhood Council Boundaries, attached as Addendum A.

Section 2: Internal Boundaries: Not applicable

ARTICLE IV STAKEHOLDER

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 the factual basis for it. Members of the Council shall be referred to as "Community Stakeholders."

ARTICLE V GOVERNING BOARD

The Board of Directors (the Board) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan.

Section 1: Composition - The Board shall consist of 21 Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

- A. 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 At-Large Director shall be elected by Stakeholders who declare a stake in the neighborhood and affirm a factual basis for it.

B. 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 within the boundaries or residing within the boundaries of the 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.

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

Section 2: Quorum - The quorum shall be 11 Directors. No floating quorums are allowed.

Section 3: Official Actions - A simple majority vote by the Directors present, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws. A majority shall be defined as any number in excess of 50% of the votes cast, exclusive of abstentions and recusals. 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.

Section 4: Terms and Term Limits – Elected Directors shall serve a two (2) year term commencing after being seated. Appointed Directors shall serve the remainder of the elected term. There are no term limits.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives.

Section 6: Vacancies –

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

Section 7: Absences - 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 Council Presiding Officer shall notify the Director of the absences and place on the agenda the removal of the Director at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Director. Any meeting of the Council

Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Director attendance.

Section 8: Censure - The Council can take action to publically reprimand Director for actions conducted in the course of Council business by censuring the Director at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal of Directors– The Council shall consult with the Office of the City Attorney throughout any Board Director removal process. Directors may be removed in the following ways:

Petition by Board - A Director may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Director's submission to the Board of a petition which includes: i) the identity of the Director to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least seven (7) Directors.

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

b. Removal of the identified Director requires a two-thirds (2/3) majority of the attending Directors.

c. The Director who is the subject of the removal action shall have the right to deliver to Director a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but not allowed to vote on the matter.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation - A Director may resign from the Council, and the position shall then be deemed vacant. Any Board Director who ceases to be a Stakeholder is required to submit his or her resignation to the Board.

Section 11: Community Outreach - The Council 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. The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.

Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board (Officers) shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

- a. The President shall act as the chief executive of the Council, shall preside at all Council meetings and shall serve as an ex-officio member of all Committees.
- b. The Vice President shall serve in place of the President if the President is unable to serve.
- c. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Director, he or she shall not have any of the rights of a Director, including the right to vote on matters before the Council.
- d. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's budget and the Department's policies and procedures.

Section 3: Selection of Officers -

Officer positions shall be filled every two years at the first official Board meeting following their election or selection in Board election years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are the Executive Committee, the Budget and Finance Committee, The Outreach Committee, The

Planning and Land Use Management Committee, the Beautification Committee, the Bylaws and Rules Committee, the Education Committee and the Public Safety Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

a. **Committee Authority** - All Committee recommendations shall be submitted in writing to the full Board for discussion and action.

b. **Committee Structure** – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Committees shall be comprised of at least two (2) Board members, not more than five (5) Board Members, and may include any interested Stakeholders.

c. **Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

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. Any such action by the Board shall be noted in the Council meeting minutes.

f. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All Board meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

a. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall

determine the length and format of the period as appropriate.

b. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

The President shall set the agenda for each Council meeting.

Any Stakeholder or Director may make a proposal for action by the Council by submitting a written request to the President or Secretary, during the public comment period, or during the Board comment period of a regular Council meeting.

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. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the Posting Location Form filed with the Department, on its website and may be emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- a. 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 that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- c. A Motion for Reconsideration may be proposed only by a Director that previously voted on the prevailing side of the original action that was taken by the Board (the Moving Director).
- d. The Moving Director may make the Motion for Reconsideration orally

during the same meeting where the action that is the subject of reconsideration occurred, or 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.

e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Director shall submit a memorandum to the President or Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the President or Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Director.

g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

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

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Council's election will be conducted by the City Clerk every two (2) years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk. The City Clerk will hold these elections between March and June of the even-numbered years. The rules and regulations developed by the City Clerk shall take precedence over any inconsistent language in the Council bylaws.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders aged 16 and above shall be entitled to vote in the Council Elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing documentation acceptable to the City Clerk – Election Division. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation

acceptable to the City Clerk – Election Division supporting that declaration. Factual basis Stakeholders will also be required to provide a form of documentation to substantiate their factual basis claim.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate may declare their candidacy for more than one (1) position on the Council Board during a single election cycle.

If a candidate seeking multiple Board positions on the Council is declared the winning candidate for more than one of those positions, the candidate will be required to vacate all except one Board position within no more than three days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved, whichever date is later. These vacated positions shall be filled with the remaining candidate who received the most votes, or if none, via the vacancy clause. Where the candidate does not vacate all except one Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.

Section 6: Other Election Related Language “Not Applicable.”

ARTICLE XI GRIEVANCE PROCESS

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

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

C. Within two (2) weeks of the panel’s selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended

to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the Robert's Rules of Order when conducting Council meetings.

ARTICLE XIII AMENDMENTS

Any Director or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

ARTICLE XIV COMPLIANCE

The Council, 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 of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as "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 Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Directors should 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 within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self Assessment – Every year, the Council may conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A [*NSNC Example*]

ATTACHMENT B

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<p><i>[Below find sample language for Stakeholder eligibility to run and vote for positions. Where the Stakeholder eligibility for the seat has not been defined, the default eligibility to establish candidacy for the position would be the Neighborhood Council's Stakeholder definition.]</i></p>			
President	Elected	Stakeholder	Community Stakeholder who is 13 years of age at the time of the election.

Community-Based Organization Representative	Elected	Stakeholder who is at least 18 years of age at the time of the election, who is a member of a community based organization or a faith-based group.	Stakeholder who is 16 years of age.
At-large Representative	Elected	Any Stakeholder who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
<i>[Below find sample language for candidacy and voter eligibility in districts.]</i>			
Homeowner Representative Area 3	Elected	Stakeholder who is 16 years of age or older who lives within Area 3 of the council boundaries, and owns and occupies their place of residence whether single- or multi-family.	Homeowner Stakeholder who is 16 years of age or older who lives within Area 3. Must live and own place of residence.
Sub-Area Representative At-large Stakeholder Seat	Elected	Stakeholder who may be a resident of the Sub-area or any other Stakeholder category group in the Sub-area.	Community Stakeholder who is 13 at the time of the election.
<i>[Below find sample language for candidacy and voter eligibility for the factual basis position.]</i>			
Community Director	Elected	Stakeholder older than 18 years who lives, works, or owns property or those who declare a stake in the neighborhood and affirm the factual basis for it.	Stakeholder who lives, works, or owns property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it.