

CITY OF LOS ANGELES
CALIFORNIA

Neighborhood Council
Governing Board

Abbey Ronquillo, **President**
Jeremy Oberstein, **Vice-President**
John Horn, **Secretary**
Brendel Geddes, **Treasurer**



11024 Balboa Blvd,
Box 767
Granada Hills, CA 91344

Email: board@ghsnc.org
Website: GHSNC.org

GRANADA HILLS SOUTH
NEIGHBORHOOD
COUNCIL

Special Board Meeting Agenda
Los Angeles Fire Department Station 87
Conference Room
10124 Balboa Blvd.
Granada Hills, CA 91344
Sunday, August 17, 2025
4:00 P.M.

BOARD OF DIRECTORS

Michael Benedetto
Anush Danielyan
Brendel Geddes
Carol Hart
John Horn

Sally Kolstad
Amanda Mercado-Nguyen
James Mercado-Nguyen
Mark Morris
Jeremy Oberstein

Abbey Ronquillo
Bradley Smith
Emily Tarverdyan
3 Vacant At-Large Directors
1 Vacant Youth Board Member

All agenda items are subject to discussion and possible board action

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- I. CALL TO ORDER**
 - II. FLAG SALUTE AND BOARD ROLL CALL**
 - III. DEPARTMENT OFFICIAL PRESENTATIONS**
 - a. Department of Neighborhood Empowerment Jose Galdamez, NEA
 - b. City Clerk Neighborhood Funding Program Shawna Priscilla Dungo, Representative
 - IV. GENERAL PUBLIC COMMENT** - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minutes.
 - V. OLD BUSINESS**
 - a. Board of Director Appointments
 - 1. At-Large Director Seat, whose term ends in 2027. (3 vacant seats)
 - 2. Youth Board Member Seat, whose term ends in 2027. (1 vacant seat)
 - VI. NEW BUSINESS**
 - a. **Introductions** - share about yourself. Fun fact, interests, why you joined the Neighborhood Council, favorite thing about Granada Hills South.
 - b. Discussion on encouraging stakeholder engagement

- c. Discussion of GHSNC bylaws
- d. Discussion of committees
 - 1. Formation and expectations
 - Ad Hoc Committees
 - Liaisons
 - 2. Use of Canva
 - 3. Use of Zoom
- e. Discussion and possible action to appoint a parliamentarian and add up 2,000.00 amount to the Office/Operational Expenditures Category in the 2025-2026 Fiscal Year Administration Packet
- f. Discussion and possible action to appoint positions for Empower LA
 - 1. Homelessness Liaison

“This individual serves as a point of contact between your council and City departments, agencies, and coalitions working on housing and homelessness. Homelessness Liaisons help represent your board’s perspective in broader policy conversations while also bringing back valuable information and opportunities to your community. HLs can be either board members or stakeholders.”
 - 2. Five (5) Community Impact Statement (CIS) Filers

(historically the members of the Government Affairs Committee fill these roles per our current bylaws)

“A Community Impact Statement (CIS) is an official statement adopted by a Neighborhood Council to express its position on a specific issue, usually in response to a City Council or City Commission agenda item. CISs become part of the official City record and are a key tool to ensure your community’s voice is considered in policy discussions. CIS Filers are board members authorized to submit these statements on behalf of the board once a position has been approved.”
 - 3. Regional Grievance Panelist

“These panelists are called upon as needed to serve on a three-member panel that reviews formal grievances filed against Neighborhood Councils. Their participation helps uphold integrity and fairness across the NC system and promotes accountability throughout the network. Panelists must be board members and must complete required training before serving. Your board may appoint more than one representative to ensure availability when needed.”
- g. Discussion and possible action to change the General Board Meeting time from 7:00pm to 6:30pm
- h. Open suggestions from the board

ADJOURNMENT

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte por correo electrónico aronquillo@ghsnc.org para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- 17723 Chatsworth Street, Granada Hills, CA 91344
- <https://ghsnc.org/>
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at 11024 Balboa Blvd., Box 767, Granada Hills, CA 91344, at <https://ghsnc.org/> or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Abbey Ronquillo, President, at (747)252-3296 or email at: aronquillo@ghsnc.org.

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website <https://ghsnc.org/>

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
“Call for orders of the day.”

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

THE BROWN ACT AND NEIGHBORHOOD COUNCILS

Office of the City Attorney - Neighborhood Council Advice Division

AB1234 ETHICS TRAINING

What Is The Ralph M. Brown Act?

The Brown Act is a state law which governs open meetings for local governmental bodies. The Brown Act (also "Act") is contained in the Government Code at § 54950 *et seq.*, and establishes rules designed to ensure that actions and deliberations of commissions, boards, councils and other public bodies of local agencies are taken openly and with public access and input.

Why Are Neighborhood Councils Subject To The Brown Act?

The Brown Act governs the meetings of all local "legislative bodies," that is, all multi-member councils, boards, commissions, committees and the like, of a local governmental agency. Only bodies created by charter, ordinance, or the formal action of another legislative body are covered by the Act. Neighborhood councils are covered by the Brown Act because the City Charter created the system of neighborhood councils, which required the approval of a plan to implement the system, and an ordinance to implement that plan. The ordinance provides for the City to certify, and otherwise recognize neighborhood councils, as an official component of the City. This combination of features, *i.e.*, the Charter-created system and adoption of the plan and ordinance, satisfies the "creation by charter, ordinance or formal action" test of the Act. Thus, meetings of neighborhood councils are covered by the Act.

What Constitutes A Meeting Of A Neighborhood Council?

A meeting of your neighborhood council will occur when a majority of the members of your board, or whatever term your bylaws use to define its "governing body," meet at the same time and place to *hear, discuss, or deliberate* upon any matter which is under the subject matter jurisdiction of your neighborhood council. The jurisdiction of your neighborhood council will be broad since neighborhood councils are advisory bodies to *all* of the City decision-makers. Some neighborhood councils may have defined the particular areas of importance to them in their bylaws, so those areas will also provide guidance as to matters over which a neighborhood council will have jurisdiction.

Many neighborhood councils have provided in their bylaws that decisions of their governing body are made by a majority of the total number on the board. Others provide that decisions are made by a majority of the number of board members *present* at the meeting. Still others provide for decision by action by a majority of the *quorum* of the board. If your bylaws provide that some number *less* than a simple majority of the board can make a decision on behalf of the neighborhood council, the gathering of that group of

people is an official meeting under the Act.¹ The least number of persons under your bylaws who can take an official action for your neighborhood council is the number to be aware of for purposes of compliance with the Act. Meetings subject to the Act may lawfully be held only if the notice and agenda requirements discussed in this paper are followed.²

One might think that the Brown Act applies only when a board is making decisions at a public meeting. In fact, the Brown Act will also apply whenever a majority of your neighborhood council board meet to simply *discuss, deliberate* or *acquire* information about a matter within the subject matter of your neighborhood council.

A meeting may also include a conference or retreat attended by a majority of neighborhood council board members. If a conference (or similar gathering) is open to members of the public, involves issues of general interest to the public or to a number of public agencies, it is not a meeting subject to the Act, and neighborhood council board members are free to attend so long as the majority of board members do not discuss among themselves, other than as part of the scheduled program, specific issues within the jurisdiction of the neighborhood council. Retreats held by a neighborhood council, however, would be subject to the open meeting laws of the Act because, by definition, they do not involve a number of different public agencies but rather, would likely involve issues relating solely to the neighborhood council. Thus, members of the public must be allowed to attend, and the retreat would be subject to the Act's notice requirements, as described below.

If your neighborhood council decided to hold a lunch meeting or dinner meeting, at which matters within the jurisdiction of your neighborhood council will be discussed, the lunch or dinner meeting would need to be noticed as a meeting of the neighborhood council, and members of the public must be allowed to attend, without having to pay for the lunch or dinner although they need not receive the meal.

Committee Meetings. Committee meetings of your neighborhood council may also be subject to the notice and agenda requirements of the Act. Standing committees, which are committees that have a continuing jurisdiction over a particular subject matter, are subject to the Act, even if the committee comprises less than a majority of board members or includes or is made up of only stakeholders from your neighborhood council. If your bylaws have created several standing committees, these will be subject to the provisions of the Act.

In addition, interim boards that act on behalf of the neighborhood council after certification but prior to the initial election of the board are subject to the Act. Similarly, the committee that is drafting your initial election procedures is subject to the Act.

¹ Accordingly, whenever this paper uses the term "majority" to define a meeting, we include the term "quorum" as well.

² Less than a majority of board members may meet together or over the phone or by e-mail to discuss a subject within the jurisdiction of the neighborhood council without having to comply with the Act.

Many neighborhood councils have *not* created an interim board, but have allowed the people who are listed on the original certification as “contact people” to be the liaisons with the Department, until a board is elected. The gathering of *those individuals* would not constitute a meeting of a legislative body unless they engage in making decisions on behalf of their neighborhood council.

Ad hoc, or temporary committees, created by the board from among its members, numbering less than a majority, are normally not subject to the Brown Act. Generally, a temporary committee is designed to address a specific issue for a limited time and report back to the full board. As long as the committee is made up of *only* less than a majority of your neighborhood council board members and the committee is of a temporary nature, the committee will not have to meet in public, nor comply with the other provisions of the Act. However, if you include *any* non-board member on a temporary committee, the Brown Act provisions will apply. Standing committees, and temporary committees that are subject to the provisions of the Act, do not need to establish a regular time and place for their meetings.

In addition, there are some common situations that you need to be particularly alert to, such as informal gatherings, “serial” meetings, including serial meetings that may be conducted through the use of electronic mail (“e-mail”) and the conduct of neighborhood council elections, all of which raise Brown Act concerns.

Informal Gatherings. Since your board members will be stakeholders in the community of your neighborhood council, it is likely that they will have occasion to gather together informally at picnics, fund-raisers, carwashes or other community events. Not every gathering of a majority of neighborhood council board members will necessarily constitute a meeting under the Act. Informal, social gatherings of board members are not meetings and neighborhood council board members do not need to comply with the provisions of the Act in order to attend gatherings of that nature. However, even at these purely social occasions, a majority of the board may not gather together to discuss matters within the subject matter under the council’s jurisdiction and must guard against discussing matters that are likely to be issues within the subject matter jurisdiction of your neighborhood council.

Serial Meetings. The Act prevents, what courts have called, “serial meetings,” that would be employed by a majority of your board members to develop a consensus as to action to be taken on a matter coming before your neighborhood council. This is because the Act’s main goal is to ensure that the public’s business is in fact conducted *in public*. A serial meeting is a series of separate communications that ultimately involves a majority of a legislative body. The Act prohibits this type of communication if it contributes to the development of an agreement among the majority on any particular item.

For example, if you have an 11-person board, the quorum of your board is 6 people and official actions are taken by a majority of the entire board, a chain of communications between six of those members could result in a serial meeting in violation of the Act. This can occur either if one person contacts the other five members or if, for example, member A contacts member B who contacts member C, *etc.*, until six or more of the board

members have discussed and agreed to the action they want to take on a particular item. These types of communications are prohibited under the Act.

The Act also prohibits the use of technological devices to assist in a majority of a board in arriving at any decision. Therefore, as noted earlier, you must always be aware of the least number of board members under your bylaws who can take official action on behalf of your neighborhood council and be particularly cautious of communicating by telephone, fax, or e-mails with a majority of your members on matters of substance coming before your neighborhood council. However, communications between board members and an executive officer, such as a Secretary, to discuss times, dates and placement of matters on the agenda, and the availability of board members to assess whether an upcoming meeting will have a quorum, may occur without violating the Act. Similarly, merely sending or receiving a written communication to or by a majority of the board members (including an e-mail), does not result in a serial meeting in violation of the Act if the communication becomes a public record and there is no *exchange* of these communications among board members on a substantive issue coming before your neighborhood council. A majority of board members should also refrain from circulating motions, proposals and similar documents among themselves for review and signature other than at a noticed public meeting.

In addition, a serial meeting may occur through the use of an intermediary. Thus, you cannot use any person for the express purpose of polling a majority of the neighborhood council board members to gain a consensus on an item coming before the council. In addition, you may not ask a third party to communicate among the board to obtain a consensus; you cannot use intermediaries to accomplish the actions that you are directly prohibited from undertaking.

Elections. For purposes of electing its officers or board members, a neighborhood council may hold an election day at which stakeholders, including board members, may cast their votes for their representatives. These type of elections which envision using a ballot to cast votes anonymously, *i.e.*, “secret ballots”, would not constitute a “meeting” under the Act. As long as no other neighborhood council business is conducted, these gatherings, if conducted solely for election purposes, would not constitute a meeting subject to the Act. However, if any type of neighborhood council business is to be conducted at the venue for the election, the entire election would be subject to the Act, unless there is a clear and absolute demarcation between the election and the business meeting. Otherwise, traditional secret balloting is not allowed since the Brown Act prohibits voting by secret ballot and all voting would have to occur openly where the person’s voting choices are readily ascertainable.

Some neighborhood councils provide for the election of their *officers* to be conducted by the elected board members, rather than by a general vote of the stakeholders. This procedure does not occur at an election day, but instead at a public meeting. At a meeting for the election of officers, an item appears on the agenda for the election of officers. That meeting must otherwise comply with the notice and agenda requirements of the Act. In addition, the election itself may *not* be conducted by secret ballot. Thus, the board members exercising their right to elect their officers must record

their votes openly, either by voice or hand vote or by a written ballot that can be identified to the voter and the results are publicly tallied.³

What Type Of Rules Will Govern The Conduct Of Neighborhood Council Meetings Under The Act?

Regular Meetings. The Act will require that neighborhood councils hold their meetings at a regular time and place. The Plan for a Citywide System of Neighborhood Councils ("Plan") provides that every neighborhood council must meet at least quarterly. Your council may, of course, choose to meet more often than the minimum time set forth in the Plan. Your council should already have included the minimum meeting requirement in your bylaws and you should establish, either in your bylaws, or subsequently adopted Rules of Order, a regular meeting place as well.

Open Meetings. The Plan already provides that meetings of your neighborhood council must be open to the public. The Brown Act also specifically requires that your meetings must be open. This means open not only to your neighborhood council stakeholders, but to any member of the public. Your neighborhood council may not charge a fee for admittance, nor can you require members to sign in or identify themselves as a condition of attending a meeting. (For voting or membership identification purposes, although we recommend against any process that discourages stakeholder participation, it is appropriate for your group to create a registration form to identify your stakeholders as members of the neighborhood council, if you choose. However, if a registration form is posted or circulated at a meeting, *it must clearly state that completion of the document is voluntary and not a precondition for attendance*). Use of speaker cards to organize the order of people who wish to speak, is allowed without violating the prohibition of requiring people to register to attend a meeting. However, a neighborhood council may not prohibit a member of the public from speaking if s/he refused to fill out a speaker card. Discussion and deliberation of agenda items by your council's board must be done openly -- no secret ballots or secret deliberations are allowed. Again, the purpose of these requirements is to allow members of the public to hear and observe the proceedings. Finally, meetings may not be held in facilities that are inaccessible to disabled persons or in facilities that prohibit the admittance of any persons on the basis of race, religious creed, color, national origin, ancestry or sex.

Location of Meetings. The Brown Act provides that regular and special meetings must be held within the boundaries of the territory over which the legislative body has jurisdiction. This means that your neighborhood council meetings should be conducted within the City of Los Angeles and should be held within the boundaries of your neighborhood council area. However, there are provisions that allow for the occasional "field trip" outside your boundaries. The Act does allow neighborhood council meetings to be held by teleconference. A teleconference is a meeting where your council members

³ The Attorney General has opined that "members of a [legislative] body may cast their ballots either orally or in writing so long as the written ballots are marked and tallied in open session in a way that identifies the voter and how s/he voted and the ballots are disclosable public records. See, 59 Ops Atty. Gen 619 (1976).

are not all at the same location and are connected by electronic means, through either audio or video or both. During a teleconferenced meeting, board members may discuss and vote on agenda items. However, the Act has strict requirements governing how teleconferenced meetings may occur:

- ☞ Agendas must be posted at *all* teleconferencing locations, all of which must be listed on the agenda;

- ☞ Members of the public must be allowed to attend any of the teleconferencing locations and to address the neighborhood council board directly at any of the locations;

- ☞ At least a quorum of the neighborhood council board shall participate from teleconferencing locations within the neighborhood council area;

- ☞ The neighborhood council must comply with all other provisions of the Brown Act.

Notice and Agenda Requirements

Regular Meetings. The agenda for a regular meeting of a neighborhood council that sets forth the time and place of your meeting must be posted *at least* 72 hours before the meeting.⁴ The agenda must list all items that will be discussed or acted upon by your neighborhood council. That listing should be described in an informative way so that members of your council as well as members of the public understand the general nature of the agenda item and can make an informed decision whether to attend the meeting or not. The Brown Act provides that this description need not exceed 20 words, but you are certainly free to use more words if necessary. The goal of the description is to provide a reasonably clear understanding of what is to be considered by the board at its meeting. You may include general categories on your neighborhood council agendas, such as “General Announcements” or “Correspondence” or “Committee Reports.”

However, if a committee of your neighborhood council plans on making a particular recommendation to the board, that report should be listed specifically with a reference to the committee’s recommendation. The same would be true if your neighborhood council is making a recommendation about a particular project or issue that it wants to formally communicate to the City decision-makers. Those matters should be separately listed on the agenda with enough information to identify the project, such as the address, type of project, *etc.* Board members of the neighborhood council will be limited to acting on (as well as discussing) only those matters which have been listed on the agenda, with limited exceptions which are described below.

Special Meetings. The agenda for a special meeting (and the call and notice for it) must be posted, stating the time and place of the meeting, *at least 24 hours* prior to the special meeting and provided to each local newspaper, radio, or television stations that has requested in writing to be provided with these notices. Only matters that are on the agenda

⁴ The 72 hours *may* be calculated to include Saturdays and Sundays but the location you choose must be accessible during these weekend hours so that the agenda may be viewed.

for that meeting may be discussed at that meeting. Your bylaws should specify whether your neighborhood council may hold special meetings. The Brown Act provides that special meetings may be called by the presiding officer of your neighborhood council or by a majority of the board members by delivering written notice to each board member of the council.

Emergency Meetings. The Act provides that emergency meetings may be called under certain specified circumstances defined in the Act without having to comply with either the 24-hour notice or posting requirements.⁵ *Neighborhood councils will never have the need to call an emergency meeting within the definition of the Act and should not invoke this section.*

Exceptions to the Agenda Requirement. The general rule is that a matter may not be discussed or decided unless it is listed on the agenda. *This is very important, but there are exceptions to this broad rule:*

a) *Board Member Comments*

☞ board members may make very limited comments and *briefly* respond to statements made or questions posed by persons exercising their general public comment rights (*no action may be taken on matters brought up during general public comment*); board members may make a *brief* announcement or a *brief* report on his or her own activities; and board members may take action to direct their secretary (or whoever is in charge of placing items on the agenda) to place a specific matter on the agenda for a future meeting; *Note: It is preferable, if your neighborhood council wants to take board member comments, to have an item on your agenda called "Board Member Comments" as part of the agenda, even though the specific discussion under these parameters is not known in advance of the meeting.*

b) *Continuances*

☞ if an item was posted pursuant to the Act for a prior meeting of the neighborhood council occurring not more than five calendar days prior to the date action is taken on the item and the prior action had been continued to the meeting at which action is being taken, your neighborhood council may act on the matter even if it is not on the agenda. *Note: This situation is not likely to occur unless your council plans to hold weekly meetings;*

c) *Immediate Action*

☞ board members may take action if, by two-thirds votes of the neighborhood council board, it determines that there is a need to act immediately, that the neighborhood council's consideration of the matter cannot await the next meeting of the council and that the need for immediate action arose after the posting of the agenda. *This should only occur in very rare occasions, and you should consult with the Department of Neighborhood*

⁵ Those circumstances speak of dire emergencies or crippling disaster justifying a legislative body to take action to protect the health and safety of the community.

Empowerment or the City Attorney's Neighborhood Council Advice Division before relying on this exception. (Note: If an item does come up after the posting of the 72-hour agenda, but before the meeting, you should consider whether you have time to notice a 24-hour special meeting that could follow your regular meeting and allow discussion only of that item.)

What Rights Do Members Of The Public Have At Neighborhood Council Meetings?

Except when closed sessions are permitted (see below), all meetings of your neighborhood council must be held in public. Members of the public, not just the stakeholders in your particular neighborhood council, are allowed to attend and participate by speaking about specific items on the agenda. Indeed, *before* your board takes action on any particular item on the agenda, members of the public have a right to testify or otherwise address the neighborhood council board members about each item.

Your agendas should also provide for an item designated "Public Comment" because the Act allows members of the public to comment on any item within the subject matter jurisdiction of your neighborhood council that is not specifically listed on the agenda. It is up to your neighborhood council where you want to put this item on the agenda. Some agencies put general public comment at the front of the agenda, while some place it at the end. It does not matter where you put it as long as you provide for that opportunity at every regular meeting of your neighborhood council. (Special meetings do not require a *general* public comment item; however, this does not mean that the public can be prohibited from speaking on the *agendized* items for the special meeting.) Your neighborhood council is allowed to adopt reasonable rules to govern the length of time for public comment on agenda and non-agenda items.

Members of the public also have a right to criticize the policies or practices of your neighborhood council during public comment and have a right to videotape and audiotape the proceedings. The Act does allow your neighborhood council to control disruptions and ask disruptive members to leave the meeting room. *However, this power must be exercised with caution and the City Attorney should be consulted to discuss how and when this provision of the Act may be invoked. At no time should you engage in physical confrontations or force or attempt to physically remove a disruptive person.*

Members of the public also have a right to see materials that are distributed to your neighborhood council at its meetings. The Act provides that materials distributed during a public meeting be made available for public inspection *at the meeting* if prepared by the local agency or member of the legislative body. This means that if your neighborhood council or, if applicable, staff at the Department of Neighborhood Empowerment, prepare materials for distribution at your meetings, copies must be made available for the public. Otherwise, if materials are distributed by other individuals, such as other stakeholders or members of the public, these must be retained and be made available after the meeting.

Are There Any Circumstances Where A Neighborhood Council Can Hold A Meeting That Is Closed To The Public?

It is not likely that there will be many circumstances which would allow your neighborhood council to discuss matters in closed session. The Act provides for very specific and limited circumstances under which a closed session may be held by a legislative body. The most likely circumstances, *if at all*, that would apply to a neighborhood council would be to discuss personnel matters or pending litigation.

Personnel Matters. The Act could allow your neighborhood council to meet in closed session to discuss the appointment, employment, evaluation of performance, discipline or dismissal of a public employee under limited circumstances.⁶

Pending Litigation. A neighborhood council *may* be allowed to meet in closed session with attorneys from the Office of the City Attorney to discuss pending litigation to which the neighborhood council is or may be a party under certain specific circumstances:

- ☞ when litigation has been formally initiated;
- ☞ there is significant exposure or threat of litigation

What you cannot do is use a closed session to discuss items because you might be uncomfortable discussing the item in public or because you want to confer with legal counsel. As such, the need for a closed session is unlikely to arise for a neighborhood council. *Moreover, because these issues are complicated, before attempting to assert any of the exceptions under the Act to hold a closed session, your neighborhood council should consult the City Attorney's Neighborhood Council Advice Division for advice.*

May A Majority Of Neighborhood Council Board Members Attend Other Neighborhood Council Meetings Or Other Public Meetings Without Having To Notice That Attendance As A Meeting?

A majority of neighborhood council board members may attend meetings held by a person or organization as long as the board members do not discuss among themselves neighborhood council business. Similarly, a majority of a council's board may attend a meeting of another public body, including another neighborhood council meeting, City commission or City Council meeting without having to notice their attendance as a meeting, again, as long as the board members do not discuss among themselves neighborhood council business.

However, if a neighborhood council and another body or agency wishes to conduct a *joint meeting*, both the neighborhood council board and the other body or agency with which it wants to meet, will need to notice the meeting as a joint meeting of the two bodies.

⁶ The term "public employee" in the City of Los Angeles context would mean a City employee.

A majority of council board members may attend meetings of its own committees without having to comply with the notice requirements for the board, as long as the board members attend *only* as observers. For example, if a majority of the board wanted to attend one of its standing committee's meetings, it may do so without having to comply with the Act. However, if any of the board members wish to participate by addressing the committee members, then the meeting would have to be noticed as both a meeting of the committee and the neighborhood council itself.

What Can Happen If A Neighborhood Council Board Member Violates The Brown Act?

Criminal Penalty. Violations of the Act can carry misdemeanor penalties for certain actions if a member of a neighborhood council board merely attends a meeting where action is taken in violation of the Act. However, a showing must be made that the member *intended* to deprive the public of information to which the member knows (or has reason to know) the public is entitled.

Civil Remedy. Violations of the Act may also result in a civil lawsuit being filed to seek judicial (injunctive or writ) relief to prevent or correct violations. Under certain circumstances, the court can declare a decision made in violation of the Act void. Before filing a civil action, a complaining party would have to first demand that your neighborhood council correct the violation. That demand must be made in writing within 90 days after the alleged violation occurs. In cases involving an alleged violation of the rules governing agendas, the written demand must be made within 30 days after the occurrence.

Interested In Learning More About The Brown Act?

For more information about the Brown Act, the Attorney General has an excellent pamphlet that discusses the Act, which can be accessed over the Internet at: <http://caag.state.ca.us>, by clicking into "Publications" and then scrolling down to: "Brown Act, Pamphlet 2003." With Adobe Acrobat Reader, it can be read on screen or printed. To request a copy by mail, simply call the Attorney General's Public Inquiry Unit at: (800) 952-5225.

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ARTICLE I NAME

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

ARTICLE II PURPOSE

A. The **OBJECTIVES** of the Neighborhood Council 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. 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 on 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 consistent with these Bylaws;
6. Have fair and open procedures for the conduct of 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, homeowner/renter status, income, or political affiliation;
and

8. Utilize the Early Notification System to inform the Council on matters involving the City of Los Angeles and our Community to enhance involvement in the decision-making process.
9. Refrain from acting as a political organization or providing active support to any candidate or political organization. The Neighborhood Council may adopt a position in support of, or opposition to, a ballot measure or legislation; however, no public funds may be expended to advance such a position.
10. Refrain from affiliating itself with any partisan political groups or organizations.

ARTICLE III BOUNDARIES

Section 1: Boundaries – The area within the following boundary lines shall define the Neighborhood Council:

- A. WEST: Aliso Canyon Wash; Balboa Blvd. south of Devonshire
- B. NORTH: 118 Freeway
- C. SOUTH: North of Devonshire Street; Lassen Street east of Balboa Blvd.
- D. EAST: 405 Freeway

In addition, a City Facility, Fire Station 87, 10124 Balboa Boulevard, Granada Hills 91344 shall be shared with the Granada Hills South Neighborhood Council and Northridge East Neighborhood Council.

Section 2: Internal Boundaries – Not Applicable.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council;
or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

ARTICLE V GOVERNING BOARD

The Neighborhood Council is headed by a Board of Directors (“Board”), which is elected by the Stakeholders of the Neighborhood Council. The Board shall represent the Stakeholders in the boundary of the Neighborhood Council.

Section 1: Composition – The Board shall consist of seventeen (17) Stakeholders elected, selected or appointed by the Board and/or Stakeholders and the immediate past President as an ex-officio non-voting Board member.

The composition of the Board shall be as follows:

- A. **At-Large Directors** – Sixteen (16) Directors shall be elected as “At-Large.” An At-Large Director is any Stakeholder as defined in Article IV.
- B. **Youth Board Member** – One (1) Open to Stakeholders between the ages of fourteen (14) and seventeen (17), at the time the Stakeholder is appointed to this seat. The Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues. However, the Youth member shall be allowed to speak on such matters. The youth member shall be appointed by a simple majority vote by the board members present and voting.

Membership in the Neighborhood Council is automatically forfeited when one no longer lives, works, owns property, in the neighborhood and also to those who no longer declare a stake in the neighborhood as a community interest stakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council’s boundaries and who may no longer participate or be a member in a community organization such as, but not limited to, educational, non-profit and /or religious organizations.

The Board shall reflect the diversity of the Neighborhood Council’s Stakeholders. Accordingly, no single Stakeholder group shall comprise a majority of the Board unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (“Department”).

Section 2: Quorum – A quorum shall be nine (9) of the seventeen (17) Directors on the Board must be established before any official meeting or official Board action is taken.

Section 3: Official Actions – Once a quorum is established, the Neighborhood Council will take official action by a simple majority vote by the board members present and voting, not including abstentions. A simple majority shall be defined as any number in excess of 50% of the votes cast. Abstentions do not count as a vote.

A Director who is less than eighteen (18) years of age shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues. However, they shall be allowed to speak on such matters.

Section 4: Terms and Term Limits – Directors shall serve a term of two (2) years.

Section 5: Duties and Powers – It is the responsibility of the Directors elected to represent all the Stakeholders in the Neighborhood Council.

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 Board reimbursement of any Officer, Director or Committee Chair for approved out-of-pocket expenses used for Neighborhood Council business pursuant to City policies and procedures.

Section 6: Vacancies – Vacant positions on the Board shall be filled by a simple majority vote of the Board. Such appointed Directors shall meet the requirements of that vacant seat as specified in these Bylaws and shall complete the term of the replaced Director.

Section 7: Absences – Any Director who fails to attend six (6) board meetings in any two (2) year period or has three (3) unexcused absences in any one (1) year period may be removed by a simple majority vote of the Board. The Board shall consult with its legal counsel, the Office of the City Attorney throughout the removal process.

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 – Resignations shall be made in writing and are effective 24 hours after receipt by the Board President, unless withdrawn in the meantime. Board President shall notify the Board by email within 72 hours after the resignation becomes effective.

Section 11: Community Outreach – The Neighborhood Council shall have a standing Community Outreach Committee which will report its activities and recommendations to the Board monthly at the regular Council meeting pursuant to Article VII, Section 1A.

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.

ARTICLE VI OFFICERS

Section 1: Officers of the Board – The Executive Officers ("Officers") are: 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:

1. preside over all Neighborhood Council General and Special Meetings and determine whether a quorum of Directors is present;
2. appoint all Standing Committee Chairs from the Board with the approval of the Board;
3. appoint all Standing Committee members, Ad Hoc Committee Chairs and Ad Hoc Committee members from Stakeholders (including the Board) with the approval of the Board;
4. represent or appoint a Designee to represent the Neighborhood Council on issues of community concern;
5. appoint a Parliamentarian (who shall not be from the Board) from among the Stakeholders; and
6. be an ex-officio member of all Standing Committees.

B. 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 Neighborhood Council General and Special Meetings.

C. The Secretary shall:

1. record minutes of all meetings; make said minutes available to interested parties;
2. post meeting notices in accordance with the Brown Act;
3. act as custodian for all records of the Council, maintaining said records in appropriate form, excluding finance and membership records;
4. file all documents, reports, certificates and writings in compliance with federal, state and local law;
5. submit required Neighborhood Council information to the City of Los Angeles;
6. and perform these responsibilities in conjunction with other Directors, while retaining responsibility for said duties.

D. The Treasurer shall:

1. serve as financial officer for the Neighborhood Council and maintain procedures for accountability in accordance with the Department guidelines and GAAP (Generally Accepted Accounting Principles);
2. prepare all budgets and records for Neighborhood Council funds;
3. act as custodian of all financial accounts, books and records of the Neighborhood Council and maintain these records in an appropriate form, provide a report to the Board, at least quarterly, on all financial matters and provide open access to financial records when requested.

E. The Parliamentarian shall:

1. settle questions on parliamentary procedure using a current revision of Robert's Rules of Order as well as the Neighborhood Council Bylaws provided that neither conflicts with the Brown Act.

Section 3: Selection of Officers – Executive Officers shall be elected at the first meeting following a Board member election by the Board.

Section 4: Officer Terms – Officers shall serve two (2) year terms and shall serve at the will of the Board.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing

- A. Beautification Committee. This committee shall have no fewer than three (3) members, and its responsibilities are to work with other neighborhood organizations, City Departments, and Stakeholders to improve the appearance and aesthetics of Granada Hills.

- B. Budget Committee. This committee shall have no fewer than three (3) Board Members. It will keep the Board informed of the accounts, and advocate for the GHSNC budget to DONE and the L.A. City Council.
- C. Bylaws and Rules Committee. This committee shall have no fewer than three (3) Board Members whose responsibilities are the regulations governing this Neighborhood Council, and keeping the bylaws and rules of the Council up-to-date as may be prescribed by the Department of Neighborhood Empowerment.
- D. Community Outreach Committee. This committee shall be responsible for coordinating information exchange between Stakeholders, the Board and all outside community groups; shall seek out prospective Stakeholders and potential Directors from groups which are under-represented in the Neighborhood Council; shall report to the Board monthly on its outreach efforts for the month, the Committee's suggestions for further improving communication and outreach for the Neighborhood Council; shall update the Board on the Committee's ongoing communication and outreach project projects; establish measurable goals with deadlines that may track progress toward the overall objectives for improving communication and outreach; will distribute periodic announcements to all Stakeholders within the boundaries of the Neighborhood Council; 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 Plan for a Citywide System of Neighborhood Councils ("Plan"); will endeavor to use modern technology to its advantage to deliver information to Stakeholders.
- E. Education Committee. This committee shall have no fewer than three (3) Board Members. It shall keep the Council abreast of education issues.
- F. Government Affairs Committee. This committee shall be made up of five (5) Board Members whose primary duties are to formulate Community Impact Statements (CIS).
- G. Membership Committee. This committee shall be responsible for establishing and maintaining all membership records of the Neighborhood Council. This shall include names, addresses and email 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.
- H. Planning and Land Use Management Committee. This committee shall have no fewer than three (3) Board Members. It will oversee planning and land use issues.
- I. Public Safety and Emergency Preparedness Committee. This committee shall have no fewer than three (3) Board Members who will assist and advocate for the Council on all safety related issues.
- J. Other Committees. Other Standing Committees as identified in the Standing Rules, appointed by the President, and approved by the Board

Section 2: Ad Hoc – It is anticipated the President and the Board may wish to create Ad Hoc Committees and appoint Stakeholders (including Directors) as head of those committees. This action shall be done with the approval of a majority of Directors during a regular meeting.

Section 3: Committee Creation and Authorization

- A. No more than five (5) Directors of the Board may serve on a Standing Committee, which additionally may be comprised of any number of Stakeholders deemed appropriate.
- B. The quorum needed to conduct official meetings will be a majority of existing committee members. A Standing Committee may take official action by a simple majority vote of members present.
- C. Committee actions, recommendations and policies shall be subject to approval by the Board of Directors.
- D. Committee Chairs shall set the agendas for their respective committees.
- E. Committee meetings shall be regularly scheduled as to place and time, and fall under the Brown Act. Committee chairs shall preside.

ARTICLE VIII MEETINGS

All meetings, including posting and notifications of agendas, 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, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place

- A. General Meetings – The Board shall meet at least quarterly on a consistent day and time, and 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 website and at a minimum of five (5) public locations seventy-two (72) hours prior to the new meeting.
- B. 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 Members is required to take official Board action at Special Meetings.
- C. The Neighborhood Council will work with the Department to obtain approved meeting sites which are ADA compliant.
- D. Public Comment and Testimony Period – All meetings of the Neighborhood Council,

including Special Meetings, shall be conducted under the provisions of the Brown Act and shall be open to the Public. Public comment and testimony shall be taken after an item is presented, but before it is voted on by the Board.

- E. Adjournment and Suspension of Meetings – All meetings may be adjourned or suspended to another specified date, time and place not beyond the next regularly scheduled meeting of the Board. Such adjourned and suspended meetings must meet notification requirements in the Brown Act.

Section 2: Agenda Setting - 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.

Section 3: Notifications/Postings - Agendas for Board meetings and committees shall be posted on the Neighborhood Council website and at one (1) public site, as well as to DONE's Early Notification System with a minimum of seventy-two (72) hours' notice prior to Regular Meetings and twenty-four (24) hours' notice prior to Special Meetings in accordance with the Ralph M. Brown Act and the Neighborhood Council Agenda Posting Policy.

Section 4: Reconsideration – The Board 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. The Board may reconsider or amend its actions through the following Motion for Reconsideration process, in accordance with the Brown Act:

- A. The Board approval of a Motion for Reconsideration must take place during the same meeting in which the Board acted, or during the next regularly scheduled Board meeting. This will not prevent the Board from convening a Special Meeting within the specified time frame to address a Motion for Reconsideration.
- B. Before reconsidering a matter, the Board must approve a Motion for Reconsideration and may then re-hear, continue, or take action on the item, subject to limitations stated in the Motion for Reconsideration.
- C. A Motion for Reconsideration shall be proposed only by a Director (the "Moving Board Member") who voted on the prevailing side of the original action. The Moving Board Member shall make the Motion for Reconsideration by either:
 - 1. an oral motion made during the same meeting where the action that is the subject of reconsideration occurred; or
 - 2. properly placing the Motion for Reconsideration on the agenda of a meeting occurring within the time periods stated above.

- D. If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, the Motion must be placed on the agenda by submitting a memorandum to the President and Secretary at least three (3) days in advance of the deadline for posting notices for the meeting. The Moving Board Member's memorandum must briefly state the reason(s) for requesting reconsideration and provide the language necessary to complete the information to be stated in the agenda, including a description of the Motion for Reconsideration, the item to be re-heard, and a proposed action that may be adopted by the Board if the motion is approved.
- E. A Motion for Reconsideration brought before the Board may be seconded by any Board member during the public hearing.
- F. 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 IX FINANCES

The Neighborhood Council shall comply with all financial accountability requirements as specified by City Ordinance and with financial reporting requirements prescribed by the Department.

Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts. The Neighborhood Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election – The Neighborhood Council elections 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 Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age – Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status – Voters will verify their Stakeholder status by providing acceptable documentation.

Section 5: Method of Verifying Stakeholder Status – Voters will verify their Stakeholder status by providing acceptable documentation.

Section 5: Restrictions on Candidates Running for Multiple Seats – A candidate may declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language

- A. Notification shall be posted on the Neighborhood Council website and at one (1) public site.
- B. Each candidate for Director may address Stakeholders at a Candidate Forum prior to the voting process.

ARTICLE XI GRIEVANCE PROCESS

The formal grievance process for the Neighborhood Council shall be as follows:

- A. Any grievance by a Stakeholder must be submitted in writing to the Board.
- B. At the next regularly scheduled General Meeting following receipt of a submitted grievance, the Board shall compile a list of Stakeholders who wish to serve on a grievance panel. The list of potential panelists shall remain open for seven (7) days following the meeting date so that others who express interest may be added to the list.
- C. At the end of the seven-day period, the Board Secretary shall randomly draw five (5) names to serve on the Ad Hoc grievance panel. The Board shall determine the method of randomness.
- D. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss resolutions. The meeting shall be held within fourteen (14) days of panel selection. The Secretary shall facilitate the meeting.
- E. After hearing the grievance, the panel will deliberate solutions and draft a report and recommendation for presentation at the regularly scheduled Board meeting.
- F. 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 until the matter is heard at a meeting of the Board pursuant to the Brown Act.
- G. 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.
- H. This formal grievance process is not intended to apply to Stakeholders who simply

disagree with a position or action taken by the Board. Those grievances can be aired at regular meetings. Rather, the process is intended to address matters involving procedural disputes, e.g., Board failure to comply with these Bylaws. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

- I. In the event a grievance cannot be resolved through this process, the matter may be referred to the Department for consideration.

ARTICLE XII PARLIAMENTARY AUTHORITY

Neighborhood Council business shall be conducted in accordance with the Brown Act, any applicable local, state and federal law, neighborhood council Bylaws (if not in conflict with the above mentioned laws), then Robert's rules of Order (if not in conflict with the above mentioned laws and Bylaws).

ARTICLE XIII AMENDMENTS

All suggested amendments to these Bylaws shall be submitted in writing, facsimile or e-mail to the Secretary, who shall place suggested amendments on the agenda of the next Board meeting for discussion and vote. These Bylaws shall be amended by a two-thirds (2/3) majority vote, meaning that two-thirds (2/3) of the votes cast, exclusive of recusals, must be in the affirmative. Amendments approved by the Neighborhood Council shall be forwarded within two (2) weeks to the Department and shall not be valid, final or effective until approved by the Department.

ARTICLE XIV COMPLIANCE

The Neighborhood Council, its representatives, and all Stakeholders shall: (1) refrain from violating the Bylaws; (2) be subject to any and all applicable Ethics Laws; and (3) abide by the Plan and all applicable local, county, state and federal laws, including, without limitations, the policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The Neighborhood Council, its representatives, and all Stakeholders shall endeavor to conduct Neighborhood Council business in a professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training – Section 2: Training Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department. Optional: Board members not completing mandatory trainings provided by the City within sixty (60)

days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

Section 3: Self-Assessment – Intentionally left blank.

NORTH VALLEY AREA
COUNCIL DISTRICT: 12
GRANADA HILLS SOUTH

Legend:

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

Map Details:

- Streets:** The map shows a dense grid of streets including Garden Grove, Yarmouth, Balcom, and others.
- Freeways:** Major freeways are highlighted in red, including the 101 and 10.
- Zip Codes:** Various zip codes are indicated by green numbers, such as 91330, 91344, 91325, 91343, and 91345.
- Water:** Water bodies are shown in blue, including the Pacific Ocean and local waterways.
- Schools:** Schools are marked with purple symbols.
- Police Station:** A police station is marked with a red star.
- Fire Station:** A fire station is marked with a red fire truck symbol.
- Library:** A library is marked with a red book symbol.

Scale and Orientation:

- North Arrow:** Points North (N), South (S), East (E), and West (W).
- Scale:** 0 to 1 mile.

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ATTACHMENT B – Governing Board Structure and Voting

Granada Hills South Neighborhood Council – 17 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Member-at-Large Directors Term: 2 Years	16	Elected	Any stakeholder 18 years or older who lives, works or owns real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who is a member of or participates in a Community Organization 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.	Any Stakeholder 16 years or older who lives, works, or owns real property in the neighborhood, and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who is a member of or participates in a Community Organization within the boundaries and who may be in a community organization such as, but not limited to, educational, non- profit and/or religious organizations.
Youth Board Member	1	Appointed	Open to GHSNC Stakeholders between the ages of fourteen (14) and seventeen (17) The Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues. However, the Youth member shall be allowed to speak on such matters.	The youth member shall be appointed by a simple majority vote of the Board.

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Granada Hills South Neighborhood Council

Fiscal Year: 2025 - 2026

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

☐ **Please check here if a new Treasurer is being appointed**

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

Treasurer

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed**SIGNATURE OF THE 2ND SIGNER

DATE

PRINT NAME OF THE 2ND SIGNER

EMAIL

President

BOARD POSITION

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

☐ **Please check here if a new Alt. Signer is being appointed**

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

Vice President

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 1ST BANK CARD HOLDER

DATE

PRINT NAME OF THE 1ST BANK CARD HOLDER

EMAIL

Vice President

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed**SIGNATURE OF THE 2ND BANK CARD HOLDER

DATE

Mike Benedetto

mbenedetto@ghsnc.org

PRINT NAME OF THE 2ND BANK CARD HOLDER

EMAIL

(818)723-8087

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

Mike Benedetto

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

***Sample Itemized Budget Allocations for
Office/Operational Expenditures***

Office/Operational Expenditures Category	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$1,500.00
Printing and Photocopying for Meetings	\$300.00
Meeting Facility Fees (Riverside Elementary School)	\$1,500.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,200.00
Total Office/Operational Expenditures \$15,500.00	

Granada Hills South Neighborhood Council Annual Budget for Fiscal Year: 2025 - 2026	
Annual Budget Funds	\$25,000.00
Rollover Funds* from 2023-2024 on Bus Benches	\$12,846.39
Total Annual Budget Funds	\$ 37,846.39

Office/Operational Expenditures Category	
Printing and Mailing	\$ 1,000.00
Storage Locker	\$ 2,800.00
Website	\$ 1,800.00
Google workspace Email	\$ 2,185.00
Minutes Writer	\$ 2,070.00
Meeting Refreshments	\$ 1,191.39
Total Office/Operational Expenditures	\$ 11,046.39

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Granada Hills Street Faire	\$ 2,000.00
Granada Hills Holiday Parade	\$ 2,000.00
Spring Egg Hunt (Dept. of Parks and Rec.)	\$ 900.00
Halloween Event (Dept. of Parks and Rec)	\$ 700.00
Outreach	\$ 1,000.00
Promotional Items	\$ 3,700.00
Tree lighting	\$ 400.00
Bus Bench- rollover from 2023-2024	\$ 1,900.00
Committee events & Supplies	\$ 1,400.00
Total Outreach Expenditures	\$ 13,100.00

Election Expenditures Category	
Election Mailers & Candidate Forum food & etc.	000.00
Total Election Expenditures	\$ 000.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
School	\$ 6,450.00
501(C)(3)	\$ 6,500.00
Total NPG Expenditures	\$ 12,950.00

Community Improvement Projects (CIP) Expenditures Category	
Community Improvement	\$ 750.00
Total CIP Expenditures	\$ 750.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$11,046.39
Outreach Expenditures	\$13,100.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 24,146.00
Neighborhood Purposes Grants (NPG) Expenditures	\$12,950.00
Community Improvement Projects (CIP) Expenditures	\$ 750.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 37,846.39

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	



The Role of Neighborhood Council Homelessness Liaisons

Last Updated July 2025

Overview

The City of Los Angeles (City) has embraced an unprecedented effort to address the City's growing homelessness crisis. As a response to address this crisis, in 2016 a motion was introduced by Councilmember Harris-Dawson which instructed the Department of Neighborhood Empowerment (EmpowerLA) to establish a [Homeless Advocate Program](#). Alongside EmpowerLA, in leading the effort, Mayor Karen Bass has initiated a [Declaration of Local Housing and Homelessness Emergency](#) due to the existence of a critical shortage of local affordable housing and/or an emergency on homelessness. EmpowerLA will continue to create opportunities for individuals engaged in the Neighborhood Council System to actively participate in these ongoing efforts.

Neighborhood Council System's Homelessness Efforts

The mission of EmpowerLA is to make government more responsive to local needs through a Citywide System of Neighborhood Councils. As the City works to address homelessness, Neighborhood Councils are effective advocates and partners in this effort. Past efforts have included communities working together to convene at meetings, discuss important policies, participate in an Annual Resource Fair, and conduct outreach to unhoused populations during Neighborhood Council Elections and candidate voter recruitment. EmpowerLA supports Neighborhood Council Homelessness Liaisons by fostering collaboration and information sharing among other City Departments, agencies, and organizations engaged in enhancing government responsiveness to local outreach needs.

Homelessness Liaisons' Mission

Homeless Liaisons empower communities to work towards providing care, resources, guidance and outreach services in conjunction with local government agencies, community stakeholders and nonprofit, community-based organizations. They will serve as the bridge between Neighborhood Councils and the broader community efforts to serve those experiencing homelessness.

The Role of Homelessness Liaisons

Homelessness Liaisons have a number of roles and responsibilities, including:

- Attending the "Speaker Series," an informational presentation held every other month from City Departments, elected officials, service providers, and/or community organizations. Homelessness Liaisons will also

participate in the related debriefing to express the issues of concern from their Neighborhood Council and communities and discuss in further detail. Meetings may be scheduled in person or virtually.

- Becoming familiar with unhoused populations' needs, lived experiences, and linkages to resources.
- Partnering with other Homelessness Liaisons in your Neighborhood Council Service Region to ensure collaboration regionally for community events and effective community organizing.
- Taking "action items" back to Neighborhood Councils to share best practices and policy recommendations to further the City's efforts to address homelessness.
- Collaborating with City Departments, elected officials, and organizations working to address homelessness
- Coordinating Neighborhood Council Communications and/or Outreach Chairs and Committees to help with outreach about efforts, services, and information related to homelessness.
- Soliciting input from Neighborhood Councils and constituents on what information or projects that they would like to see on homelessness in the area.
- Promoting opportunities for Homelessness Liaisons to share information at Neighborhood Council general board meetings.
- Encouraging other board members and stakeholder committee members to pursue a Homelessness Liaison appointment or be involved in grassroots efforts to combat homelessness in the community.
- Participating in and facilitating Neighborhood Council events related to homelessness such as the Annual Homelessness Resource Fair and encourage board members, stakeholder committee members, and constituents to participate.

Selecting Homelessness Liaisons

Unless the Bylaws or Standing Rules state otherwise, Homelessness Liaisons are selected with board approval required by the Neighborhood Council. Homelessness Liaisons, like Neighborhood Council Board Members, are subject to all of the same policies of the Neighborhood Council System. A maximum of 3 Homelessness Liaisons, including stakeholders, can be selected to represent the Neighborhood Council. After being selected, the liaisons need to register themselves via [Homelessness Liaisons Registration Form](#). To inform EmpowerLA of changes in liaison, please contact prabhjot.chamber@lacity.org.

Contact

Please contact [Prabhjot Chamber](#), Homelessness Liaison Co-Leads, with questions or to learn more.