

GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL  
BYLAWS & RULES COMMITTEE REPORT  
APRIL 2007

The Bylaws and Rules Committee held its second meeting on March 20, 2007, at the offices of Savin and Bursk. Proposals from the February 27, 2007 meeting were reviewed. Additional proposals were discussed and approved. The following are proposed changes that the committee is now recommending:

Article VII. Directors, Section G9, Student Director; the committee recommends the definition be expanded to include students who reside in the Council area, as well as attend school (new language in bold print):

“This Director shall be a student, ages 16 through 25, attending a school **or residing** within the boundaries of the Neighborhood Council.”

Article VII. Directors, Section G6, Homeowner Director; the committee recommends the definition be expanded to include homeowners who live within the Neighborhood Council boundaries, but do not reside in the home (language to be stricken in italics);

“This Director shall own *and live in* a residential dwelling, condominium, townhouse or apartment within the boundaries of the Neighborhood Council.”

Article VII. Directors, Section J, Grounds for Removal; the committee determined that there was no inherent inconsistency in the language in section J, however, we are recommending the following minor clarification (new language in bold print):

“Any Director who: (1) fails to attend six (6) **board** meetings in any two year period; or (2) has three (3) unexcused absences in any one-year period may be removed by a majority vote of the board. The Board of Directors will consult with its legal counsel; the Office of the City Attorney throughout the removal process.

In addition the committee is recommending the adoption of standing rules that will define excused and unexcused absences as follows:

“The President, or in his absence, the Vice President, may excuse a Directors absence, provided the request is made in advance of the board meeting and is for good cause.”

“The Board of Directors may excuse a Directors absence from a Board meeting at the next regularly scheduled Board meeting. The request must be made by the Director who was absent, and approved by a majority of Directors present.”

Article IX, Officers, Section B. 2: the committee recommends striking all but the first sentence, and modifying that sentence. Modified language regarding committee makeup will be moved to Article X. The Section would now read:

“2. Appoint all Standing Committee Chairs and Standing Committee members from the Board of Directors and Stakeholders with the approval of the Board of Directors.”

Article IX Officers, Section B. 3: the committee recommends the same changes in section 3. The Section would now read:

“3. Appoint all Ad Hoc Committee Chairs and Ad Hoc Committee members from Stakeholders (including the Board of Directors) with the approval of the Board of Directors.”

Article IX, Officers, Section G, Standing Committee Chairs: the committee recommends striking all of section G except number 3, Parliamentarian. The committee believes that, since the Committee Chairs are not officers, those sections referring to Committee Chairs should be moved to a separate Article.

Article IX, Officers, Section H, Election Administrator: The committee believes this language is superfluous, and the section should be stricken. The duties of an Election Administrator are defined and controlled by DONE, not by any particular Neighborhood Council’s bylaws. Moreover, the Election Administrators role is referenced in Article XII, Elections.

Article X, Non Compensation of Officers and Directors: The committee recommends renumbering this Article to Article XVII, which we are recommending be stricken later in the report.

New Article X, Committees: The committee recommends simplifying the definition of committees, and removing the requirement that all committees be composed of five (5) members. The following language is recommended:

“Article X, Committees

Section A. Standing Committees

1. Each Standing Committee shall have no more than five (5) Board of Directors, and may have any number of Stakeholders deemed appropriate.
2. Quorums. A Quorum shall be defined as 51% or more of the committee present. Once a quorum is established, the Committee will take official action by a majority vote of those members present. The actions, recommendations and policies of all Committees shall be subject to approval by official action of the Board of Directors.

3. Permanent Standing Committees

a. Community Outreach Committee

The Community Outreach Committee shall be responsible for coordinating information exchange between the Neighborhood Council Stakeholders, the Board Directors, and all outside community groups. The Community Outreach Committee shall also seek out prospective Stakeholders and/or Board Directors from groups who may be lightly represented in the Neighborhood Council. The Community Outreach Committee Chair shall report to the Board on a monthly basis and shall inform the Board of the Committee’s outreach efforts for the month; the Committee’s efforts toward sustaining, improving and obtaining diversity among the Neighborhood Council’s Stakeholders; the Committee’s suggestions for further improving communication and outreach for the Neighborhood Council; update the Board on the Committee’s ongoing communication and outreach project; and establish measurable goals with deadlines that may track progress toward the overall objectives for improving communication and outreach. The Community Outreach Committee will distribute periodic announcements to all Stakeholders within the boundaries of the Neighborhood Council. The Community Outreach Committee shall be responsible for establishing written procedures for communicating with all

Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner in accordance with the DONE plan for a Citywide System of Neighborhood Councils. The Neighborhood Council will endeavor to use modern technology to its advantage to deliver information to the Stakeholders.

b. Membership Committee. The Membership Committee shall be responsible for establishing and maintaining all membership records of the Neighborhood Council. This shall include names, addresses, and e-mail addresses of all members. These records will remain private, and only be used by the Neighborhood Council for official purposes. Stakeholders' personal information will remain private to the extent allowed by law.

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

#### Section B. Ad Hoc Committees

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

Article XII. Elections; the committee recommends striking the language in Section B1, which refers to initial elections. The committee further recommends striking the reference to section 2, making the remaining language the body of the section, and striking the words Election Committee (after initial elections)”. The remaining language would read as follows:

#### “B. Ad Hoc Election Committee

The Election committee shall work with the Independent Election Administrator to conduct bi-annual elections. The Election Committee shall draft Election Procedures in accordance with the Elections Policy that shall be voted on by the Board of Directors and submitted to DONE for approval.”

Article XVII. Interim Provisions; the committee recommends striking this entire section, as it deals exclusively with interim provisions that are now

moot. The new Article XVII would be titled NON-COMPENSATION OF OFFICERS AND DIRECTORS. The language from old Article X would remain intact, except no section A is necessary.

Respectfully Submitted

Dave Beauvais, Chairman, Bylaw and Rules Committee