

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
February 19, 2026
7:00 P.M.

BOARD OF DIRECTORS

Michael Benedetto
Anush Danielyan
Douglas Escobar
Brendel Geddes
Steven Hosseini

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

Abbey Ronquillo
Bradley Smith
Emily Tarverdyan
Linda Williamson
2 Vacant At-Large Directors
1 Vacant Youth Board Member

All agenda items are subject to discussion and possible board action

- I. **CALL TO ORDER**
- II. **FLAG SALUTE AND BOARD ROLL CALL**
- III. **GOVERNMENT REPORTS**
- 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. **BOARD REPORTS** - General comments from GHSNC Board Members related to their Neighborhood Council service unrelated to their committees.
- VI. **OLD BUSINESS**
 - a. Update from the Homelessness Liaison regarding a possible GHSNC-sponsored Homelessness Town Hall.
- VII. **NEW BUSINESS**
 - a. Discussion and possible action to approve the minutes from the January 8, 2026 Board Meeting.
 - b. Discussion and possible action to approve the MER from December 2025.

- c. Discussion and possible action to approve Tiffany Pegula as a GHSNC Board Member for the remaining 2025-2027 term.
- d. Discussion and possible action to approve an NPG for Canoga Park Senior Citizens' Club for up to \$400 for catering at the Salute to Recreation Senior Dance.
- e. Discussion and possible action to approve an NPG for Supporters of Shadow Ranch & Woodland Hills Parks Inc. for up to \$2,500 for live entertainment for the Salute to Recreation Family Festival's live entertainment happening May 15-17, 2026.
- f. Discussion and possible action to approve an NPG for Los Angeles Parks Foundation for up to \$1,000 for various supplies for the Spring Egg Hunt on March 28, 2026.
- g. Discussion and possible action approve up to \$1,200.00 to host a Homelessness Summit Town Hall.
- h. Discussion on building a community bulletin board at Granada Hills Veterans' Park in partnership with the Granada Hills Rotary Foundation.
- i. Presentation of Bylaws update from the Bylaws Ad Hoc Committee.
- j. Discussion and possible action to update and edit bylaws per recommendations from the Bylaws Ad Hoc Committee.
- k. Discussion and possible action to update committee assignments, including for newly appointed members, and create two new ad hoc committees: Standing Rules and Small Business Revitalization.
- l. Discussion and possible action to appoint Mark Morris, Jeremy Oberstein, and Sally Kolstad to an Ad Hoc Standing Rules Committee.
- m. Discussion and possible action to appoint James Mercado-Nguyen, Jeremy Oberstein, Steve Hosseini, and Abbey Ronquillo to an Ad Hoc Small Business Revitalization Committee.

VIII. COMMITTEE REPORTS

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 Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

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/>

Discussion and possible action approve up to \$1,200.00 to host a Homelessness Summit Town Hall.

Background

This amount was already approved by our Budget Committee last year.

On Tuesday, January 27, 26, the Outreach committee unanimously approved up to \$1,200 for a homeless Summit/town hall to be held at Shepherd church: which included advertisement, materials, and light refreshments.

At the meeting plans were initially discussed which included my presentation as well as John Horn's presentation by the hereto attached.

In attendance were NC representatives of 7 neighborhood Council; which included Granada Hills South, North Hills West, Northridge East, Northridge South, Northridge West, Winnetka, and Lake Balboa.

After a very successful two-hour meeting there was a complete consensus that Neighborhood Council Homeless Committees have not done a great deal of work on the subject of homelessness with the exception of a current Liaison from Northridge East and therefore should not be included in the breakout tables during the event.

It was noted. that all Councils unanimously agreed that the proposed Summit should combine the two proposed plans stated above. Therefore, we should have L.A.City representatives (Mayor Bass, John Lee and others) along with County officials such as (Supervisors Barger and Horvat) explained their positions and responsibilities as related to the categories of housing, mental health, substance abuse and outreach; with special emphasis on what

role NC's would play in moving forward.

Additionally, key homeless providers should also be included on this panel such as LAHSA, LA family Housing and Hope the Mission. Additionally, to be included in a comparison between LAPD and Simi Valley PD with special emphasis on 51/50 as a possible first step to Conservatorship.

Furthermore, it was also unanimous that breakout groups should be manned by various providers such as, but not limited to, Hope the Mission, LAHSA,

LA Family Housing, San Fernando Valley Homeless organization, San Fernando Valley Rescue Mission, Sisters is on the Streets, Helping Hands and Tarzana Treatment Center.

Finally, on this past Thursday, January 27, 2026 I had a conversation with Matthew Mitnick, Chief representative and spokesman for LAHSA and after reviewing all of the items above and then some has requested to work with me, and Granada Hills South, to spearhead some necessary changes with regards to the Homeless Count and LAHSA's framework. Mr. Mitnick stated that he was anxious to call Simi Valley PD to get more information on alternatives on 51/50 in the way our City handles homelessness. He also agreed to come to our Homeless Summit and marked his calendar to attend our March 5 meeting.

Homelessness Summit 2026

Building Coordinated Neighborhood Council Action in Council District 12

The Granada Hills South Neighborhood Council (GHSNC), one of the City of Los Angeles' 99 Neighborhood Councils, is convening the Homelessness Summit 2026 to bring together Neighborhood Councils across Council District 12 (CD 12) for a focused, action-oriented discussion

on how local councils can meaningfully support homelessness response efforts and help move effective practices forward.

Homelessness in CD 12 is addressed through multiple public systems, including:

- Los Angeles Homeless Services Authority (LAHSA)
- City of Los Angeles
- Los Angeles County Department of Homeless Services and Housing

This three-hour summit will create a shared learning environment where each of these entities will provide clear, practical overviews of their current work in three critical areas:

- Homeless outreach
- Emergency housing and shelter
- Mental health services and behavioral health supports

Following these presentations, each entity will identify specific, appropriate ways Neighborhood Councils can support and complement system-level efforts, including community engagement, information sharing, partnership-building, and advocacy aligned with existing strategies.

The summit is intentionally designed to move beyond general discussion toward clarity of roles, alignment of expectations, and coordinated action among Neighborhood Councils in CD 12. By grounding the conversation in real system operations and realistic local contributions, the summit aims to:

- Increase Neighborhood Council understanding of how homelessness response systems function
- Clarify where Neighborhood Councils can have the greatest positive impact
- Encourage collaboration across councils
- Lay the foundation for ongoing coordination and shared initiatives

The ultimate outcome is to strengthen Neighborhood Councils as informed, constructive partners in

addressing homelessness, helping translate concern into collective, practical action that benefits

both unhoused neighbors and the broader community

 <p><i>Granada Hills South</i> <i>Neighborhood Council</i></p>	<p>Granada Hills South Neighborhood Council 11024 Balboa Blvd., Box 767 Granada Hills, CA 91344 www.ghsnc.org board@ghsnc.org</p>
<p>Board Meeting Minutes Jan. 8, 2026 7:00 PM-7:49 PM (DRAFT)</p>	<p>Regular Meeting Location: Granada Hills Charter High School 10535 Zelzah Ave. Granada Hills, CA 91344 (MAIL NOT ACCEPTED AT THIS ADDRESS)</p>

Boardmember	Roll Call	Funding Vote Eligible*	Category
Michael Benedetto	Present		At Large Director
Anush Danielyan	Present		At Large Director
Douglas Escobar	Present - Joined at 7:11 p.m.		At Large Director
Brendel Geddes Treasurer	Present	N	At Large Director
Carol Hart	Absent		At Large Director
John Horn Secretary	Present - Joined at 7:07 p.m.		At Large Director
Sally Kolstad	Present		At Large Director
Amanda Mercado-Nguyen	Absent		At Large Director
James Mercado-Nguyen	Present		At Large Director
Mark Morris	Present		At Large Director
Jeremy Oberstein Vice President	Present		At Large Director
Abbey Ronquillo President	Present		At Large Director
Brad Smith	Present		At Large Director
Emily Tarverdyan	Absent		Youth Boardmember
Linda Williamson	Present - Joined at 7:07 p.m.		At Large Director
Steve Hosseini	Present - Voted in at 7:22 p.m.	N	At Large Director
Vacant			At Large Director
Total Board Members - 16	13 Present 3 Absent		

*Funding vote eligibility key: A=age less than 18 yrs.; E=Ethics training; F=Funding training; N=not taken; X=expired

** Advance notice given for absence (VOTE KEY: Yes, No, Abstain, Ineligible, Recuse, Absent)

I. CALL TO ORDER AND BOARD ROLL CALL The meeting was called to order by Abbey Ronquillo at 7:00PM. A quorum was reached.

GHSNC ITEM II. Roll Call		
Present –12	Absent 3	Excused-0
Benedetto, Danielyan, Escobar, Geddes, Horn, Kolstad, James Mercado-Nguyen, Morris, Oberstein, Ronquillo, Smith, Williamson,	Hart, Amanda Mercado-Nguyen, Tarverdyan	

III. GOVERNMENT REPORTS

Reports were offered by the offices of Congressman George Whitesides, Supervisor Lindsey Horvath and Councilmember John Lee

IV. GENERAL PUBLIC COMMENT

V. REPORT FROM PRESIDENT

President Ronquillo urged members to properly work to agendize motions they want to see on the agenda for possible consideration.

VI. OLD BUSINESS

a. Update from the Homelessness Liaison regarding a possible GHSNC-sponsored Homelessness Town Hall.

John Horn updated the committee on a possible town hall and suggested a potential summit take place in March. Benedetto detailed the state of homelessness in Los Angeles and asked to continue discussing the issue.

VII. NEW BUSINESS

a. Discussion and possible action to approve the minutes from the December 4, 2026 Board Meeting.

Motion was tabled for future consideration

b. Discussion and possible action to approve the MER from October 2025, November 2025. Moved: Ronquillo; Seconded: Smith				
Yes - 11	No-0	Abstain -0	Ineligible- 1	Absent-3

Benedetto, Danielyan, Geddes, Horn, Kolstad, James Mercado-Nguyen, Morris, Oberstein, Ronquillo, Smith, Williamson	None	None	Escobar	Hart, Amanda Mercado-Nguyen, Tarverdyan
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Public Comment: None

Motion: Passed

C. Discussion and possible action to approve Steven Hosseini as a GHSNC Board Member for the remaining 2025-2027 term. Moved: Oberstein; Seconded: Morris				
Yes - 11	No-0	Abstain -0	Ineligible-1	Absent-3
Benedetto, Danielyan, Geddes, Horn, Kolstad, James Mercado-Nguyen, Morris, Oberstein, Ronquillo, Smith, Williamson	None	None	Escobar	Hart, Amanda Mercado-Nguyen, Tarverdyan

Public Comment: None

Motion passed

Hosseini joined the board at 7:22 p.m.

d. Discussion and possible action to remove Carol Hart from the Granada Hills South Neighborhood Council due to being absent for at least 3 unexcused regular board meetings: 08/7/2025, 08/17/2025, 09/11/2025, 10/8/2025, 12/4/2025 per GHSNC Bylaws Article V Governing Board, Section 7: Absences.

Item was tabled

e. Discussion and possible action to approve a \$200.00 reimbursement to Sally Kolstad for purchases made for the Annual Tree Lighting on December 5, 2025. Moved: Danielyan; Seconded: morris				
Yes - 11	No-0	Abstain -0	Ineligible-2	Absent-3
Benedetto, Danielyan, Geddes, Horn, Kolstad, James Mercado-Nguyen, Morris, Oberstein, Ronquillo, Smith, Williamson	None	None	Escobar, Hosseini	Hart, Amanda Mercado-Nguyen, Tarverdyan

Item was amended to read: Discussion and possible action to approve a \$200.00 reimbursement to Sally Kolstad for previously approved purchases made for the Annual Tree Lighting on December 5, 2025.

Public Comment: None

Motion passed

<p>f. Discussion and possible action to approve updates to the GHSNC By Laws. g. Discussion and possible action to appoint Mark Morris, Jeremy Oberstein, and Sally Kolstad to an Ad Hoc Standing Rules Committee.</p> <p>Motion to postpone: Geddes; Seconded: Horn</p>				
Yes - 6	No-3	Abstain2	Ineligible-2	Absent-3
Benedetto, Danielyan, Geddes, Horn, Kolstad, James Mercado-Nguyen, Morris	Smith, Williamson, Morris	Oberstein, Ronquillo	Escobar, Hosseini	Hart, Amanda Mercado-Nguyen, Tarverdyan

<p>H. Discussion and possible action to appoint newly appointed GHSNC members to committees.</p> <p style="padding-left: 40px;">a. Williamson to COLLABORATION AND SUSTAINABILITY b. Escobar to GOVERNMENT AFFAIRS c. Hosseini to SCHOOLS AND STUDENT ACTION</p> <p>Moved: Ronquillo; Seconded: Morris</p>				
Yes - 6	No-3	Abstain2	Ineligible-2	Absent-3
Benedetto, Danielyan, Geddes, Horn, Kolstad, James Mercado-Nguyen, Morris	Smith, Williamson, Morris	Oberstein, Ronquillo	Escobar, Hosseini	Hart, Amanda Mercado-Nguyen, Tarverdyan

Public Comment: No

Motion passed

VIII. ANNOUNCEMENTS

Adjourned at 7:49 p.m.

Monthly Expenditure Report



Reporting Month: December 2025 Budget Fiscal Year: 2025-2026

NC Name: Granada Hills South
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$30952.88	\$490.48	\$30462.40	\$3000.00	\$1000.00	\$26462.40

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25046.39	\$443.39	\$20662.40	\$0.00	\$20662.40
Outreach		\$47.09		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$750.00	\$0.00	\$750.00	\$0.00	\$750.00
Neighborhood Purpose Grants	\$12950.00	\$0.00	\$9950.00	\$3000.00	\$6950.00
Funding Requests Under Review: \$1000.00		Encumbrances: \$0.00		Previous Expenditures: \$6893.51	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_GHSNC.OR	12/01/2025	website and email maintenance	General Operations Expenditure	Office	\$187.39
2	PIZZASAURUS REX	12/05/2025	NC meeting pizza	General Operations Expenditure	Outreach	\$47.09
3	PY NOVA STORAGE MISSI	12/16/2025	NC storage	General Operations Expenditure	Office	\$256.00
Subtotal:						\$490.48

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Granada Hills Community Foundation	12/08/2025	To support our local holiday parade.	Neighborhood Purpose Grants		\$2000.00
2	VINTAGE MAGNET Elementary School	01/05/2026	General NPG	Neighborhood Purpose Grants		\$1000.00
Subtotal: Outstanding						\$3000.00



Invoice

Invoice number: 5372489336

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States
Federal Tax ID: 77-0493581

Bill to

Aaron DeVandry
Granada Hills South Neighborhood Council
18403 W Vogel Ave
Waddell, AZ 85355
United States

Details

Invoice number5372489336
Invoice dateSep 30, 2025
Billing ID9930-5897-7673
Domain nameghsnc.org

Google Workspace

Total in USD **\$187.39**

Summary for Sep 1, 2025 - Sep 30, 2025

Subtotal in USD \$171.60
State sales tax (5.6%) \$9.61
Local sales tax (3.6%) \$6.18
Total in USD \$187.39

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Sep 1 - Sep 30	19	159.60
Google Workspace Business Starter - Archived User	Usage	Sep 1 - Sep 30	5	12.00
Subtotal in USD				\$171.60
State sales tax (5.6%)				\$9.61
Local sales tax (3.6%)				\$6.18
Total in USD				\$187.39

Need help understanding the charges on your invoice? [Click here for detailed explanations](#)

<https://support.google.com/a?p=gsuite-bills-and-charges>

1 Large Cheese Pizza - \$12
1 Large Pepperoni Pizza - \$14
1 Large Veggies PIZZA - \$17
+ Tax \$4.09
\$47.09

Gary D

Pizzasaurus Rex
17646 Lassen St
Northridge, CA 91325
(818) 772-7739

CC Sale

BRIC: 06UMZXAMPE0PB348BJX

Batch #: 1163

12/04/25

APPR CODE: 00663Z

MasterCard

*****0623

Item 0009

18:23:45

TAP-E

Amount

\$47.09

Tip

Total

APPROVED

MASTERCARD

AID: A0000000041010

TVR: 0000008601

CUSTOMER COPY

Nova Storage Mission Hills
 14800 Rinaldi Street
 Mission Hills, CA 91345

PAYMENT RECEIPT

Account Number:
 3511176

Michael Benedetto

Granada Hills South Neighborhood Council
 16465 Donmetz St.
 Granada Hills, CA 91344
 (818) 723-8087

RECEIPT ID	PAYMENT DATE	CHANGE DUE	AMOUNT
1453692001	12/16/2025	\$0.00	\$256.00

Invoice	Item	Qty	Rate	Discount	Subtotal	Tax	Total	Paid
#10365	BADER-1 Bader Program - \$2,000.00 (12/1/2025 - 12/31/2025)		\$13.00		\$13.00	\$0.00	\$13.00	\$13.00
#10365	Unit #0521 Rent Unit 0521 - 10x10 (12/1/2025 - 12/31/2025)		\$223.00		\$223.00	\$0.00	\$223.00	\$223.00
#10365- FC2	LATE_FEE_2 Preliminary Lien Fee		\$20.00		\$20.00	\$0.00	\$20.00	\$20.00
							Total Paid	

Dec 16, 2025 11:24 AM Mastercard ****0623 \$256.00

Unit #0521 Paid Through 12/31/2025

If you have any past due amounts for your storage unit(s), those balances will appear below.

Super Savings!!

Mention this coupon to save 15% on your next retail purchase at Nova Storage Mission Hills. This includes: Boxes, Packing Supplies, Tape, Labels, Moving Blankets, and much more!

Also, **Refer-A-Friend** and get **FREE RENT***! Ask your property manager for more details!

* (\$25 or \$50 rent credit) Ask Store Team Member for specifics.

**City of Los Angeles
Office of the City Clerk
Neighborhood Council Funding Program**

Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- Clerk.NCFunding@lacity.org
- (213) 978-1058

**Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Granada Hills South Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Los Angeles Parks Foundation 26-2358338 CA 02/26/2008
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 2650 N. Commonwealth Ave. Los Angeles CA 90027
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**
Crystal Tsoi 310-472-1990 crystal@laparksfoundation.org
Name *Phone* *Email*

2) **Type of Organization- Please select one:**
 Public School *(not to include private schools)* or 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**

The Granada Hills Rec. Center SPRING EGG HUNT on Saturday, March 28, 2026 provides a free event for families in the community. The event will include jumpers, arts and crafts, contest, games, candy, food and more. Funds from the grant will be used for supplies needed to conduct the event.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

The Granada Hills Recreation Center strives to create recreation programming for families in Granada Hills and the surrounding communities. This included our Free Family friendly special events, such as our Spring Egg Hunt event. This gives an opportunity for anyone to participate in a fun, safe experience with the community.

GHSNC NPG Application - Egg Hunt 2026

Final Audit Report

2026-02-09

Created:	2026-02-09
By:	Los Angeles Parks Foundation (info@laparksfoundation.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAATX1_nPQ-wt9CVLGQInUI-mR3RZpgHTP2

"GHSNC NPG Application - Egg Hunt 2026" History

 Document created by Los Angeles Parks Foundation (info@laparksfoundation.org)

2026-02-09 - 5:01:07 PM GMT

 Document emailed to amber@laparksfoundation.org for signature

2026-02-09 - 5:02:00 PM GMT

 Email viewed by amber@laparksfoundation.org

2026-02-09 - 7:25:39 PM GMT

 Signer amber@laparksfoundation.org entered name at signing as Amber Martinez

2026-02-09 - 7:58:14 PM GMT

 Document e-signed by Amber Martinez (amber@laparksfoundation.org)

Signature Date: 2026-02-09 - 7:58:16 PM GMT - Time Source: server

 Document emailed to Corazon Rios (corazon@laparksfoundation.org) for signature

2026-02-09 - 7:58:21 PM GMT

 Email viewed by Corazon Rios (corazon@laparksfoundation.org)

2026-02-09 - 7:59:30 PM GMT

 Document e-signed by Corazon Rios (corazon@laparksfoundation.org)

Signature Date: 2026-02-09 - 7:59:48 PM GMT - Time Source: server

 Agreement completed.

2026-02-09 - 7:59:48 PM GMT

Canoga Park Senior Citizens' Club

A Non-Profit Group Dedicated to Seniors
7326 Jordan Ave | Canoga Park, CA 91303
818-340-2633

"Working to make Life Better for our Senior Community"

December 5, 2025

Dear Esteemed Neighborhood Council,

Thank you for taking the time to consider this year's proposal for use of NPG funds to provide support for the Salute to Recreation Family Festival Senior Dance. This year's theme is "A Tribute to the Beach Boys" and the event will be held at the Northridge Recreation Center. Last year's dance, "Footloose", was an even bigger success than expected with over 350 seniors in attendance. Our goal this year is to use the proposed NPG funds to help finance the 2026 Senior Dance to be held on Friday, May 15th from 5:00pm to 9:00pm. This event is free and will be attended by seniors in the West Valley from Northridge, Porter Ranch, Granada Hills, Chatsworth, North Hills, Canoga Park, Reseda, and West Hills areas. Attendees may voluntarily donate to the event as well. We have sent Myrka Martinez with CD 12 as our representative to propose what the funds will be used for and to answer any questions you may have in regards to our request.

We are a non-profit club for the West Valley, Canoga Park, and surrounding communities. Our club's vision is to help and assist seniors as well as local government and communities through volunteerism and outreach. Together with the Neighborhood Council's support, the club seeks to develop and foster special community relationships that bring our neighborhoods together. The Salute to Recreation Family Festival Senior Dance is a venue that will accomplish this and simultaneously afford the Neighborhood Councils a part in it while showcasing all that your organizations do.

We thank you for your time, consideration, and for all you do to make our communities a better place for everyone.

Sincerely,



Lorry Reeves
President
Canoga Park Senior Citizens' Club
7326 Jordan Ave
Canoga Park, CA 91303
818-340-2633

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Dinner - catering vendor - Outback Catering	\$ 400.00	\$ 3,200.00
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: CNC, GHNNC, GHSNC, NENC, NHWNC, NSNC, NWNCC, PRNC, WHNC

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 400.00

10a) Start date: 02/01/26 10b) Date Funds Required: 04/30/26 10c) Expected Completion Date: 05/15/26
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Lorry Reeves President *Lorry Reeves* 12/5/25
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Rosalie Rhodes Secretary *Rosalie S. Rhodes* 12/5/25
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 02 2017

CANOGA PARK SENIOR CITIZENS CLUB
7326 JORDAN AVENUE
CANOGA PARK, CA 91303-0000

Employer Identification Number:
80-0653543
DLN:
26053409001847
Contact Person:
CUSTOMER SERVICE .ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
January 5, 2017
Addendum Applies:
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
	n/a	\$	\$0
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Live Entertainment/ Battle of the Bands (Friday)/ Teen Night	\$2,500	\$5,000
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: Mission Hills

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$2,500
 10a) Start date: 5 / 15 / 26 10b) Date Funds Required: 4 / 1 / 26 10c) Expected Completion Date: 05 / 17 / 16
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*
Anthony C. Scarce President Anthony C. Scarce 1-28-2026
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*
Robert Brostoff Secretary Robert Brostoff 1-28-2026
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 11-26-2018

Employer Identification Number:
83-2624188

Form: SS-4

Number of this notice: CP 575 A

SUPPORTERS OF SHADOW RANCH AND
WOODLAND HILLS PARKS INC
% ROBERT BROSTOFF
8447 FAUST AVE
WEST HILLS, CA 91304

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 83-2624188. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

04/15/2019

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at www.irs.gov for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is SUPP. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 12 2008**

LOS ANGELES PARKS FOUNDATION
C/O ERIC CHO
LATHAM & WATKINS LLP
633 W 5TH ST STE 4000
LOS ANGELES, CA 90071

Employer Identification Number:
26-2358338
DLN:
17053155039018
Contact Person:
WINNIE W LEE ID# 31208
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 26, 2008
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2012
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

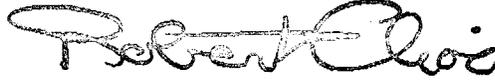
Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

LOS ANGELES PARKS FOUNDATION

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script that reads "Robert Choi". The signature is written in dark ink and is positioned above the typed name and title.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC
Statute Extension

Part X Public Charity Status (Continued)

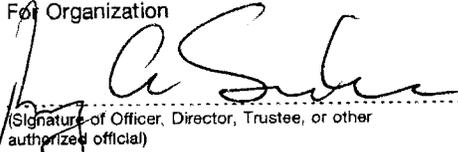
- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

6 If you checked box g, h, or i in question 5 above, you must request either an advance or a definitive ruling by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a **Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization


Signature of Officer, Director, Trustee, or other authorized official

Barry A. Sanders

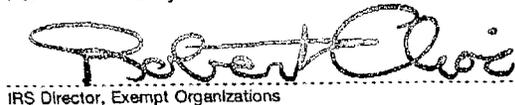
(Type or print name of signer)

Chairman, President, Director

(Type or print title or authority of signer)

MAY 23 2008
(Date)

For IRS Use Only


IRS Director, Exempt Organizations

AUG 12 2008
(Date)

- b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii).

- (i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. _____
- (b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.
- (ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each disqualified person. If the answer is "None," check this box.
- (b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

- 7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. Yes No

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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:
 - a. Promote good planning and land use, fair taxation, representative government, and the general welfare of the community of Granada Hills (“Community”).
 - b. Provide an inclusive open forum for the discussion, deliberation and collaboration of Community issues;
 - c. Act as an advocate for the Community on issues with government agencies and other organizations;
 - d. 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
 - e. Monitor the delivery and enforcement of city services within our boundary area.

- B. The POLICY of the Council is to:
 - a. 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;
 - b. Avoid interfering in the internal affairs of any individual, group or organization;
 - c. Provide assistance to individuals and groups in achieving goals which promote Community betterment;

- d. 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);
- e. Make recommendations for civic action consistent with these Bylaws;
- f. Have fair and open procedures for the conduct of Council business;
- g. 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
- h. 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 decisionmaking process.
- i. 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.
- j. Refrain from affiliating itself with any partisan political groups or organizations.

ARTICLE III BOUNDARIES

A. Section 1: Boundary Description

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.

B. 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:

- A. Lives, works, or owns real property within the boundaries of the neighborhood council; or
- B. 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 AtLarge 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:
 - a. preside over all Neighborhood Council General and Special Meetings and determine whether a quorum of Directors is present;

- b. appoint all Standing Committee Chairs from the Board with the approval of the Board;
 - c. 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;
 - d. represent or appoint a Designee to represent the Neighborhood Council on issues of community concern;
 - e. appoint a Parliamentarian (who shall not be from the Board) from among the Stakeholders; and
 - f. be an ex-officio member of all Standing Committees.
- B. The Vice-President shall:
- a. preside over meetings in the absence of the President and serve if the President is unable to serve; and
 - b. secure the meeting location and any necessary permits for Neighborhood Council General and Special Meetings; and
 - c.
- C. The Secretary shall:
- a. record minutes of all meetings; make said minutes available to interested parties;
 - b. post meeting notices in accordance with the Brown Act;
 - c. act as custodian for all records of the Council, maintaining said records in appropriate form, excluding finance and membership records;
 - d. file all documents, reports, certificates and writings in compliance with federal, state and local law;
 - e. submit required Neighborhood Council information to the City of Los Angeles; and
 - f. perform these responsibilities in conjunction with other Directors, while retaining responsibility for said duties.
- D. The Treasurer shall:
- a. 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);
 - b. prepare all budgets and records for Neighborhood Council funds;
 - c. 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.
 - d. The Parliamentarian shall 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:
 - a. an oral motion made during the same meeting where the action that is the subject of reconsideration occurred; or
 - b. 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 reheard, 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 : 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 email 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

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. The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

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ATTACHMENT A - Map of Granada Hills South Neighborhood Council

ATTACHMENT B – Governing Board Structure and Voting

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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:
 - a. Promote good planning and land use, ~~fair taxation~~, representative government, and the general welfare of the community of Granada Hills South, as defined by the map of the Granada Hills South Neighborhood Council in Attachment A (“Community”).
 - b. Provide an inclusive open forum for the discussion, deliberation and collaboration of Community issues;
 - c. Act as an advocate for the Community on issues with government agencies and other organizations;
 - d. 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
 - e. Monitor the delivery ~~and enforcement~~ of city services within our boundary area.

- B. The POLICY of the Council is to:
 - a. 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;
 - ~~b. Avoid interfering in the internal affairs of any individual, group or organization;~~

- c. Provide assistance to individuals and groups in achieving goals which promote Community betterment;
- d. 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);
- e. Make recommendations for civic action consistent with these Bylaws;
- f. Have fair and open procedures for the conduct of Council business;
- g. 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
- h. 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 decisionmaking process.
- i. 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.
- j. Refrain from affiliating itself with any partisan political groups or organizations.

ARTICLE III BOUNDARIES

A. Section 1: Boundary Description

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.

B. 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:

- A. Lives, works, or owns real property within the boundaries of the neighborhood council; or
- B. 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 AtLarge 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. **There are no term limits.**

Section 5: Duties and Powers

It is the responsibility of the Directors elected to represent all the Stakeholders in the Neighborhood Council **and participate in Neighborhood Council-sponsored or other community-based outreach events.**

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:

1. The President shall:

- a. Preside over all Neighborhood Council General and Special Meetings and determine whether a quorum of Directors is present;
 - b. Appoint all Standing Committee Chairs from the Board with the approval of the Board **by a vote of a simple majority;**
 - c. 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;
 - d. Represent or appoint a Designee to represent the Neighborhood Council on issues of community concern;
 - e. Appoint a Parliamentarian (~~who shall not be from the Board~~) ~~from among the Stakeholders; and~~
 - f. be an ex-officio member of all ~~Standing~~ Committees.
2. The Vice-President shall:
- a. Preside over meetings in the absence of the President and serve if the President is unable to serve, **including at public events to represent the Neighborhood Council on issues of community concern; and**
 - b. Secure the meeting location and any necessary permits for Neighborhood Council General and Special Meetings; and
 - c. **In the absence of a Parliamentarian, enforce parliamentary procedure.**
3. The Secretary shall:
- a. record minutes of all meetings; make said minutes available to interested parties;
 - b. post meeting notices in accordance with the Brown Act;
 - c. act as custodian for all records of the Council, maintaining said records in appropriate form, excluding finance and membership records;
 - d. file all documents, reports, certificates and writings in compliance with federal, state and local law;
 - e. ~~submit required Neighborhood Council information to the City of Los Angeles; and~~
 - f. ~~perform these responsibilities in conjunction with other Directors, while retaining responsibility for said duties.~~
4. The Treasurer shall:
- a. 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);
 - b. prepare all budgets and records for Neighborhood Council funds;
 - c. 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.

The Parliamentarian is not an Executive Officer, but should the board include that position, they shall 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 **at the start of a new term.**

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

All Standing Committees, including names and descriptions, as approved by the Neighborhood Council, are delineated and updated, as needed, in the Standing Rules.

- ~~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 **simple** 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. **Standing** 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 **one (1)** ~~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 **standing committee** 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 **standing committee** 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 may reconsider or amend its action through a Motion for Reconsideration process defined in its Standing Rules and either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred.

~~The 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:
 - ~~a. an oral motion made during the same meeting where the action that is the subject of reconsideration occurred; or~~
 - ~~b. 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 reheard, 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

Grievances Submitted by a Stakeholder: ~~The formal grievance process for the Neighborhood Council shall be as follows:~~

1. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the Los Angeles Administrative Code (L.A.A.C.) 22.818 Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions]
2. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
3. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
 - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
 - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
4. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with L.A.A.C. 22.818 Subsection (d)(5).
5. Only the Grievant may appeal a Board's decision pursuant to L.A.A.C. 22.818 Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

Grievances Submitted by a Board Member

1. Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in L.A.A.C. 22.818 Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in L.A.A.C. 22.818 Subsection (d)(6).

Regional Grievance Panel

1. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.
6. Any grievance by a Stakeholder must be submitted in writing to the Board.
7. 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.
8. 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.
9. 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.
10. After hearing the grievance, the panel will deliberate solutions and draft a report and recommendation for presentation at the regularly scheduled Board meeting.
11. 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.
12. 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.
13. 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.
14. 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). **Council rules of order when conducting Council meetings are set forth in its standing rules.**

ARTICLE XIII AMENDMENTS

All suggested amendments to these Bylaws shall be submitted in writing, facsimile or email 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.~~

The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner pursuant to Commission and City regulations.

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. The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

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ATTACHMENT A - Map of Granada Hills South Neighborhood Council

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ATTACHMENT B – Governing Board Structure and Voting

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COMMITTEES

With proposed changes, pending Board action on 2/19/26

STANDING COMMITTEES

BUDGET

Brendel Geddes, Chair
Michael Benedetto
Jeremy Oberstein

COLLABORATION AND SUSTAINABILITY

John Horn, Chair
Anush Danielyan
~~Amanda Mercado-Nguyen~~
James Mercado-Nguyen
Linda Williamson

COMMUNITY OUTREACH

~~Michael Benedetto, Co-Chair~~
Sally Kolstad, Co-Chair
Amanda Mercado-Nguyen, **Co-Chair**
Linda Williamson

EMERGENCY SERVICES AND HOMELESSNESS

Michael Benedetto, Chair
Anush Danielyan
Sally Kolstad
~~Carol Hart~~
~~John Horn~~

GOVERNMENT AFFAIRS

Jeremy Oberstein, Chair
~~Abbey Renquillo~~
Bradley Smith
Douglas Escobar

PLANNING AND LAND USE MANAGEMENT

Bradley Smith, Chair
Brendel Geddes
Jeremy Oberstein

SCHOOLS AND STUDENT ACTION

Abbey Ronquillo, Chair

Mark Morris

Emily Tarverdyan

Steven Hosseini

AD HOC COMMITTEES AND LIAISONS

AD HOC COMMITTEE TO REVIEW AND RECOMMEND UPDATES TO PRESENT BY LAWS

Mark Morris, Chair

Michael Benedetto

John Horn

Sally Kolstad

Jeremy Oberstein

AD HOC COMMITTEE FOR STANDING RULES

Mark Morris, Chair

Sally Kolstad

Jeremy Oberstein

AD HOC COMMITTEE FOR SMALL BUSINESS REVITALIZATION

James Mercado-Nguyen, Chair

Steven Hosseini

Jeremy Oberstein

Abbey Ronquillo

LIASIONS

Sally Kolstad, Senior Citizens

John Horn, Homelessness

Amanda Mercado-Nguyen, Cultural Affairs