

# BYLAWS

## of Granada Hills North Neighborhood Council

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## **Article I: Name**

The name of this Neighborhood Council shall be **GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL**, herein referred to as the “Council” or “GHNNC,” an officially recognized council hereby part of the Los Angeles citywide system of Neighborhood Councils.

## **Article II: Purpose**

The objective of the Council is to enhance the quality of life and sense of community and pride of all its Stakeholders. The Council shall:

- a) reach out to other Neighborhood Councils in an effort to share ideas about how best to give every Stakeholder a voice in government,
- b) attempt to keep abreast of all actions by City government agencies that may affect our community, and
- c) promptly inform Stakeholders of important issues and relevant government actions.

After best-faith efforts to solicit opinions from Stakeholders, the Council shall advocate to the City those public policies that are most likely to enhance our quality of life. In all its meetings and correspondence, the Council shall solicit Stakeholders’ ideas and promote free expression of opinions. The Council shall listen attentively to all ideas for improving the Neighborhood and to concerns over actions and events that may negatively impact our community. The GHNNC does not discriminate in any of its policies, recommendations, or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner and rental status, or political affiliation.

## **Article III: Boundaries**

**3.1 Boundary Description:** The geographic boundaries of the GHNNC are as follows:

- A. **SOUTH:** State Route 118 (the “118 Freeway”) on the south from where it meets Aliso Canyon west of Zelzah Avenue at Hesperia Avenue, heading east to Interstate Route 405 (“I-405”);
- B. **EAST:** Following I-405 north to Interstate Route 5 (“I-5”); Following I-5 northwest to the County line;
- C. **NORTH:** Heading south along the County line following the northwestern edge of O’Melveny Park, continuing to Aliso Canyon; and then
- D. **WEST:** South along the western boundary of Aliso Canyon until it intersects again with the 118 Freeway, with the understanding that Aliso Canyon is designated for public use and, as such, is a shared boundary with the Porter Ranch Neighborhood Council under The Plan for a Citywide System of Neighborhood Councils (“Plan”).

**3.2 Internal Boundaries:** The internal geographic boundaries of the GHNNC are as follows:

**A. District One**

1. The northwestern section of the GHNNC bounded by I-5 on the north;
2. The City/County line on the northwest; and
3. The zoning line designating “M3” Heavy Industry on the south and east.
4. Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, is explicitly excluded from District One and are deemed to be part of District Three.

**B. District Two**

1. The northeastern section of the GHNNC bounded by the junction of I-5 and Balboa Boulevard, running southwest to form the northwestern boundary;
2. Following Balboa Boulevard south to Woodley Avenue, and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundaries;
3. Following Rinaldi Street east to I-405 to form the southern boundary;
4. Following I-405 northwest to its junction with I-5, then continuing on I-5 to Balboa Boulevard to form the northeastern boundary.
5. Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, is explicitly excluded from District Two and is deemed to be part of District Three.

**C. District Three**

Encompasses the remaining areas within the GHNNC as defined above in Section 3.1, including all property on which any person resides, even if such property falls within the boundaries of Districts One or Two as defined in Sections 3.2(a) and 3.2(b) above. All residents of the Neighborhood are deemed to be living within the boundaries of District Three for the purposes of these Bylaws.

## **Article IV: Stakeholder**

**Definition:** Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

## **Article V: Governing Board**

**5.1 Composition:** The Board of Directors shall consist of the twenty-one (21) elected Directors identified below:

A. **Directors Representing Geographic Districts:** The GHNNC area is divided into three (3) Geographic Districts, as defined in Article III. The number of seats on the Board representing Geographic Districts shall be allocated as follows:

- one (1) seat for District One Stakeholders,
- one (1) seat for District Two Stakeholders, and
- thirteen (13) seats for District Three Stakeholders.

The number of Directors from each District shall be determined by population using the most current census figures and canvassing the businesses and industries within the Council boundaries. Based on such population figures, there shall be one (1) seat for approximately every 2,000 Stakeholders. No matter how small the population is in any given District, each District will have at least one (1) Director on the Board.

Every ten (10) years, following the release of new census figures that would significantly change these numbers, or if the Council feels that a new project will significantly change the rationale for these Districts (for example, a project employing a large number of workers, a large development, etc.), the Council may apply to the Department of Neighborhood Empowerment (“Department”) to alter the District boundaries or reallocate the number of Directors from the Districts.

B. **Director Positions Reserved for Special Interest Groups:** The following Directors will represent the various segments and interests of the various groups that exist in the Neighborhood. Each will be expected to attend meetings regularly; bring to the Board the concerns of those they represent; and keep those they represent informed of the Council’s actions and items of interest. Because some candidates and voters may qualify in more than one (1) category, the candidates and voters must designate which group they wish to represent and/or vote for at the time of the forum or at registration and show valid proof of their qualifications at such time. All Directors who hold a Special Interest Group seat must report to the Board no less than once per quarter as to how they are fulfilling their constituent responsibilities. Any such Director who regularly fails to show adequate involvement either with his or her constituency or with the Board may be subject to removal by the Board by a two-thirds (2/3rds) vote.

1. **Faith-Based Representative:** This Director is a Stakeholder who is an actively involved member of a synagogue, church, temple, mosque, or any other faith-based organization that lies within the Neighborhood.
2. **Neighborhood Organizations Representative:** This Director is a Stakeholder who is an actively involved member of such organizations as Neighborhood Watch groups; political groups; art, music, and senior groups; or any other such organization that meets regularly (at least four (4) times annually) within the Neighborhood.
3. **Resident Associations Representative:** This Director is a District Three Stakeholder who is an actively involved member of a homeowner, condominium, townhouse, apartment, or renters association that holds regular meetings (at least

four (4) times annually) and whose property lies within the Neighborhood.

4. ***Small Business and Workers Representative:*** This Director is a Stakeholder who is actively involved in a business employing seventy-five (75) or fewer workers in a facility that is physically located within the Neighborhood. Those persons legally operating a business from a residence within the Council area may also qualify. This category will represent all workers.
5. ***Students Representative:*** This Director, a student between the ages of sixteen (16) and twenty-five (25) on the date of the s/election living within or attending a school within the Neighborhood, represents fellow students by bringing their concerns to the Board, keeping them informed of issues of particular interest to them, and encouraging their participation in City government. The student may register to run for this office based on residency or student ID.

C. ***Community Interest Representative:*** In addition to the Director seats defined in Sections 5.1(a) and 5.1(b), the Council shall also have a Community Interest Representative seat. This Director is a Stakeholder as previously defined in Article IV.

The Board must, to the extent possible, reflect the diversity of the Council's Stakeholders. Accordingly, no single Stakeholder group, organization, or entity shall comprise a majority of the Council's governing body, unless extenuating circumstances are warranted and approved by the Department.

**5.2 Quorum:** Eleven (11) Directors shall constitute a quorum of the Board. No vote or other official action may be taken in the absence of a quorum.

**5.3 Official Actions:** The Board will seek to achieve consensus.

For an item to be approved, it must receive a majority of the affirmative votes of those Directors present and voting at any meeting of the Board not including abstentions and recusals. Voting on financial issues will be conducted as described by the Office of the City Clerk.

On each issue under consideration, the Board shall vote by a show of hands, unless two (2) or more Board Members call for a vote by roll call on such issue, in which case the vote of each Board Member shall be recorded by name.

The Board may not vote by secret ballot nor by proxy.

No Board Member under the age of eighteen (18) may vote on issues or for contracts if prohibited from doing so under applicable law.

In the event of a tie vote, the motion may be carried over to the next Regular meeting, or to a Special meeting convened specifically to resolve such motion.

For an issue of significant interest or contention, the Board may, at its discretion, call a Special Meeting at which all Stakeholders may participate more broadly in the discussion and cast an advisory vote on said issue. Said vote may be taken by voice or by a show of hands, at the discretion of the Board, and will be considered by the Directors in their deliberations and

voting. However, the ultimate decision on such issue resides exclusively within the Board's purview.

**5.4 Terms and Term Limits:** All Directors' terms shall be for the duration of two (2) years or until a successor is duly elected or appointed. Any Director appointed to fill a vacancy shall serve for the duration of the elected term.

**5.5 Duties and Powers:** Newly elected Directors will assume their duties at the first meeting of the Board following certification of the s/election.

The Board may consider matters, make recommendations, and adopt positions relating to the education, recreation, health, safety, æsthetics, planning, zoning, and other issues that affect the Neighborhood.

The Board may take a public position in support of or in opposition to any ballot measure or pending legislation, within the guidelines of the Brown Act.

The Board may work with other Neighborhood Councils on interests of mutual concern to lend support to the interests of those councils.

Any Director may appear as an advocate for a position previously voted on and approved by the Board. Any Director who holds a position in opposition to one taken by the Board may express his or her contradictory position in any public forum, but only as an individual Stakeholder who clearly states such position as being his or her own independent opinion.

**Compensation:** No Officer or Board Member will be entitled to receive any compensation from the Council. However, the Council shall reimburse a Director for reasonable expenses consistent with the approved budget incurred in performing the duties of his or her office or while on Council business.

**Appointing Stakeholders:** Any Stakeholder can be appointed by a majority vote of the Board to represent the Council before City government agencies or other Neighborhood Councils or organizations.

**5.6 Vacancies:** A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. Any Stakeholder interested in filling a vacant seat shall submit a written application to the Secretary or Nomination Committee Chair within sixty (60) days of the date that the seat becomes vacant. After the lapse of such sixty (60) day period, the Secretary shall forward the names of all applicants to the President. The President shall have discretion to fill the vacancy from the applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

**5.7 Absences:** The Standing Rules shall indicate the GHNNC attendance policy.

**5.8 Censure:** The Standing Rules shall indicate the GHNNC censure policy. The Council shall consult with the Office of the City Attorney throughout any censure removal process.

**5.9 Removal:** The Standing Rules shall indicate the GHNNC removal policy. The Council shall consult with the Office of the City Attorney throughout any Board removal process.

**5.10 Resignation:** A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to report his or her resignation to the Board by submitting his or her resignation in writing to the Secretary and the President.

**5.11 Community Outreach:** The GHNNC shall communicate regularly with all of its Stakeholders in a manner ensuring timely dissemination of information.

## **Article VI: Officers**

**6.1 Officers of the Board:** Officers will be elected by the Board from those Directors who wish to serve in those positions. All Officers must be Board Members.

**6.2 Duties and Powers:** The duties of Officers are as follows and also include such additional powers, responsibilities, and restrictions as may be adopted by official action of the Board or defined in the Standing Rules:

- A. **The President:** Will preside at all meetings of the Board; prepare agendas; serve as an ex-officio member of all standing committees; may call special meetings; and should represent the Board's position at hearings and other meetings whenever possible.
- B. **The Vice-President:** Will preside at meetings in the absence of the President and assume other responsibilities as assigned by the President.
- C. **The Secretary:** Will keep the minutes of all GHNNC meetings; will retain a copy of Stakeholder contact lists; keep records of all Board actions; and oversee the necessary correspondence of the Council.
- D. **The Treasurer:** Will, per the Plan, maintain separate books of accounts in compliance with Generally Accepted Accounting Principles ("GAAP") and shall submit all required Monthly Expense Reports (MERs) to the Council and the Office of the City Clerk. The Treasurer will receive and disburse all Council funds and work closely with the President and Financial Officer.
- E. **The Financial Officer:** Will work with the Treasurer and the Board to prepare and maintain a Council budget which will be reported to the Board at least quarterly, or more often if requested; and will, with the President and Treasurer, track and coordinate GHNNC efforts to secure funding for projects and operations deemed appropriate by the Department.

**6.3 Selection of Officers:** Nominations and elections for these positions will take place during the first Board meeting after the certification of the s/election, utilizing standard election procedures, including run-offs in the case of three (3) or more candidates vying for a single position where one (1) candidate does not receive more than fifty percent (50%) of the vote in the first round.



**6.4 Officer Terms:** Officers shall serve for one (1) year. An Officer may not hold the same office for more than four (4) consecutive years. When a vacancy occurs between s/elections, such vacancy may be filled by appointment by the President with confirmation by a majority vote of the Board. If a vacancy occurs in the office of the President, then the Vice-President will assume that position for the remainder of the term.

## **Article VII: Committees and Their Duties**

**7.1 Standing Committees:** Each respective Standing Committee described below must have at least three (3) Committee Members and, except for the Executive Committee, shall include any number of interested Stakeholders deemed appropriate by the Board, which should encourage full and broad participation in all Standing Committees. The Board shall retain authority to appoint and name any Standing Committees not listed in these Bylaws. Responsibilities of Standing Committees are described in the Standing Rules.

- A. **Executive Committee:** This committee shall consist of the President, Vice-President, Secretary, Financial Officer, and Treasurer; and shall consider procedural issues, financial issues, and agenda items, and track planning and land use matters. The President shall be the Committee Chair for this committee.
- B. **Citywide Issues Committee:** This committee shall research other items and issues that come before the Board from Stakeholders and Directors that do not reside within the purview of other committees.
- C. **Outreach and Publicity Committee:** This committee is responsible for outreach to and communication with Stakeholders and the general community.
- D. **Parks and Beautification Committee:** This committee shall study issues that pertain to parks and community beautification, and shall make appropriate recommendations regarding such. The Parks Representative shall be a member of this committee.
- E. **Planning and Land Use Management Committee:** This committee shall track, study, and make recommendations concerning land use issues.
- F. **Policy and Rules Committee:** This committee shall study bylaws, policies, guidelines, and standing rules, and recommend updates for all GHNNC governing documents.
- G. **Public Safety Committee:** This committee shall study and make recommendations concerning safety issues.

**7.2 Ad Hoc Committees:** An Ad Hoc Committee, consisting of at least three (3) members, may be appointed by a majority decision of the Board as the need arises to carry out a specified task, at the completion of which—that is, on presentation of its final report to the Board—it automatically ceases to exist. An Ad Hoc Committee may not be appointed to perform a task that falls within the assigned function of an existing Standing Committee. An Ad Hoc Committee shall continue to exist until the duty assigned to it is accomplished, unless discharged sooner, or unless one hundred and eighty (180) days have passed since such committee’s appointment without the Board granting an extension of time. Ad Hoc

Committees are not subject to the notice and posting requirements of the Brown Act provided such committees are comprised solely of Board Members, consist of six (6) or fewer such Board Members, are advisory, and have no decision-making power. Should any person other than a Board Member be appointed to an Ad Hoc Committee, then such committee must operate under the notice and posting requirements of the Brown Act. The quorum for any Ad Hoc committee shall be a simple majority of all such committee's members.

**7.3 Committee Creation and Authorization:** The Board shall establish standing committees as set forth in Section 7.1 (herein, "Standing Committees"). Additionally, as necessary, the Board may appoint temporary ad hoc committees as set forth in Section 7.2 (herein, "Ad Hoc Committees")

- A. **Quorum of Committees:** The quorum of all Standing Committees, including the Executive Committee, is defined in Section (f) below; the quorum of Ad Hoc Committees is defined in Section 7.2.
- B. **Oversight and Purpose:** Any actions and/or recommendations of committees shall be subject to approval by official action of the Board. All committees shall investigate the subject(s) assigned to them or that fall within their respective purviews, shall attempt to arrive at recommendations, and shall report their findings and recommendations to the Board. A minority report may also be presented to the Board by any Committee Member who dissents with the majority report. Every committee shall seek, so far as possible within the limits of its function and authority, to involve broad participation in its activities by GHNNC Stakeholders, who may request that a topic be agendaized and discussed. Only Committee Members may make motions, may vote on matters brought up at such committee meetings, and shall count towards a quorum.
- C. **Committee Chair and Proceedings:** Each Committee shall elect a Committee Chair, who shall be approved by a majority vote of the Board. If no Committee Chair has been elected, then the Board may appoint the Committee Chair. A Committee Chair shall have the power to prescribe the manner in which his or her committee's proceedings shall be conducted, subject to any specific direction from the Board, these Bylaws, and the current Standing Rules.
- D. **Authority:** The Board may, at its discretion, grant approval for any Committee Chair, or designee thereof, to speak on behalf of the GHNNC regarding matters directly related to his or her committee's jurisdiction. The Board may, at any time of its choosing, revoke such approval.
- E. **Committee Members:** A "Committee Member" shall be defined as a Stakeholder who has been appointed to a Standing Committee by (i) a majority vote of the Board, (ii) the Committee Chair of said Committee, or (iii) the President of the Board.
- F. **Committee Action:** No vote or other official action may be taken by a committee in the absence of a quorum, such quorum being defined as a simple majority of such Committee's members. The meetings and other actions of committees shall be governed by the Brown Act and by provisions of these Bylaws applicable to meetings and actions of the Board. No more than six (6) Directors may actively participate in

any Committee meeting without such meeting being duly noticed as a joint Board and Committee meeting. Unless otherwise specified, a majority vote of Committee Members is required to take any appropriate action that resides within such Committee's purview.

- G. **Minutes:** Minutes shall be kept of each meeting of each Committee and shall be duly presented at Regular Meetings of the Board during such Committee's report.

## **Article VIII: Meetings**

**8.1 Meeting Time and Place:** All meetings will be conducted under the provisions of the Brown Act and the Neighborhood Council Agenda Posting Policy. All meetings will be open to the public. Public testimony shall be taken after the presentation of an item and before the item is voted on by the Board. A public comment period will be a part of each meeting. Quorum, as defined in Section 5.2, must be achieved for the Board to take any official action.

- A. **Regular Meetings:** The Board shall meet monthly, on a consistent date and time, at a regular location within the boundaries of the Council; provided, however, that if a meeting date falls on a holiday, or there is another valid reason to change the date or venue, the Regular Meeting may be rescheduled to a date that is no more than ten (10) days before or after the date on which the meeting would have been scheduled normally. Such change shall be posted at least seventy-two (72) hours before that meeting. Agendas will be posted at least seventy-two (72) hours prior to all meetings of the Board.
- B. **Special Meetings:** A Special Meeting may be convened by the President or Vice-President, with written or verbal concurrence of at least two (2) other Directors. A Special Meeting may also be called at any time by either a majority vote of Board members or at least fifty (50) Resident Stakeholders petitioning the Board, such meeting to be held within forty-five (45) days of the receipt of such petition by any Director or the Department. Notification of a Special Meeting must be posted at least twenty-four (24) hours prior to the meeting. Such notice shall include the names of the two (2) consenting Directors, if not called by the a majority vote of the Board or by Resident Stakeholders. Such meeting shall require a quorum of the Board to be present, and the President or designee thereof shall preside over the meeting. No other business may be transacted except that for which the meeting was called.

**8.2 Agenda Setting:** The President sets the agenda, and any Stakeholder has a right to submit agenda items for any Board meeting. The President will review all such proposed agenda items and, in a timely manner, place them on the agenda or refer the items to the appropriate Committee Chair for inclusion in his or her Committee agenda.

**8.3 Notifications/Postings:** Notice of meetings shall be posted on the Council's official website and any other locations submitted by the Council to the Department.

**8.4 Reconsideration Procedures:** The Board is the only body authorized to make decisions for the Council. However, within ten (10) days of a Board decision, any Stakeholder may request, in writing, a reconsideration of a Board decision (a “Motion for Reconsideration”). In order to be considered, the request must state the Stakeholder’s name, address, and contact phone number; and the title and date of the Board’s resolution or motion. It must also specify the exact reason(s) for his or her objection to the decision and include any documentation available to support the Stakeholder’s position for the objection. The Stakeholder must also sign a declaration stating that all information provided, including any accompanying statements or documents are true, correct, and complete, to the best of his or her knowledge and belief. If such a reconsideration does not interfere with the timely forwarding of that decision to any legislative or governmental body or agency, the Board shall agendaize the item for possible reconsideration at its next meeting. The Board may reconsider or amend its actions through a formal motion for reconsideration, which requires a Director who originally voted on the prevailing side of the issue to change his or her vote and make the motion, such motion requiring another Director to second for discussion and reconsideration to occur.

## **Article IX: Finances**

The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with GAAP and the City’s mandate for the use of standardized budget and minimum funding allocation requirements.

The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council’s finances, where the term “appropriate City officials” means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

Each month, the Treasurer shall provide to the Board detailed reports of the Council’s accounts.

At least once each quarter, the President and the Financial Officer shall examine the Council’s accounts and attest to their accuracy before submitting the documentation to the Department for further review.

## **Article X: Elections**

This Article explains the administration of Council s/elections and provides information regarding Stakeholder membership, the Board’s structure, and Stakeholder eligibility for voting and being selected or elected to a Board seat.

**10.1 Administration of Elections:** The Council’s election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

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

**10.3 Minimum Voting Age:** All Stakeholders eighteen (18) years of age or older on the date of the

s/election shall be entitled to vote in the Council elections. Stakeholders fifteen (15) through twenty-five (25) years of age who are students on the date of the election shall be entitled to vote in the Council elections for the Student Representative.

**10.4 Method of Verifying Stakeholder Status:** Voters will verify their Stakeholder status by providing acceptable documentation.

**10.5 Restrictions on Candidates Running for Multiple Seats:** A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

#### **10.6 Other Election Related Language**

A. **Election Disputes:** Any disputes or challenges regarding voter and candidate eligibility shall be resolved pursuant to the approved City election policy.

### **Article XI: Grievance Process**

- A. Those seeking redress of alleged violations relating to matters of these Bylaws or the GHNNC Standing Rules that concerns the entire Board or its committees, not an individual Director, must submit such grievance in writing to the Board substantially in the form attached to the GHNNC Standing Rules. Such form will state Stakeholder status, outline the reason the complaint is being lodged, describe the grievant's proposed remedy, and include any documentation the petitioner wishes to provide. Grievances must be submitted to the GHNNC and Department of Neighborhood Empowerment (DONE).
- B. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings; those types of disagreements can be aired at any meeting during the public comment period. This grievance process is intended to address matters involving procedural disputes. The complainant must be able to demonstrate his or her standing in relation to the grievance, specifically that an action of the Board directly infringed upon such Stakeholder's rights or caused such Stakeholder to be harmed. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.
- C. At the next regularly scheduled meeting after receipt of the grievance, a list will be compiled by an independent body from a pool of Stakeholder volunteers, excluding Directors, who wish to serve on a grievance panel. The list will remain open for seven (7) days following the meeting to allow Stakeholders to express their interest to serve.
- D. At that time, said independent body shall randomly select three (3) names from such list to serve on the grievance panel. The Board shall determine the method of randomness.
- E. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss ways in which the grievance may be resolved. The meeting shall be held within fourteen (14) days of the grievance panel being selected. The Secretary shall facilitate the meeting.

- F. After hearing the grievance, the panel will discuss possible solutions and draft a report and recommendation to be heard at the next regularly scheduled general meeting of the Board.
- G. The grievance panel's recommendation shall be added to the agenda of the next Regular 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 Directors until the matter is heard at a meeting of the Board pursuant to the Brown Act.
- H. 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.
- I. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or disputed in accordance with the Plan.

## **Article XII: Parliamentary Authority**

The Standing Rules shall indicate the governing parliamentary authority of all meetings.

## **Article XIII: Amendments**

All suggested amendments to these Bylaws may be submitted in writing to any Director, either via hardcopy, facsimile transmission, or e-mail. Any such Director who receives a suggested amendment shall immediately forward said amendment to the Policy & Rules Committee for consideration at its next meeting.

These Bylaws shall only be amended by the affirmative vote of two-thirds (2/3) of the Directors present and voting, exclusive of abstentions and recusals, at a Special Meeting called for that purpose.

Amendments approved by the Board shall be forwarded within fourteen (14) days to the Department and shall not be valid, final, or effective until approved by the Department and the Board of Neighborhood Commissioners. The Department has the responsibility to respond to GHNNC with a written opinion or its concurrence within the time limit outlined in the Department guidelines.

## **Article XIV: Compliance**

The Council, its representatives, and all Stakeholders shall comply with these Bylaws, the Standing Rules, and any procedures as may be adopted by the Board; as well as with all local, county, state, and federal laws, including, without limitation, the Plan, the City Code of Conduct, the Brown Act, the Public Records Act, the American Disabilities Act; and with all laws and governmental policies pertaining to conflicts of interest.

GHNNC shall be subject to all applicable sections of the Ethics Ordinance. All applicable laws of local, state, and federal government shall be the minimum ethical standard for GHNNC, its Board, and its Stakeholders. No group or organization shall attempt to dominate or control the GHNNC Board. In addition, the following standards are adopted: Board Members may not receive donations

or gifts from anyone whose project will foreseeably come before the Board. Board Members will keep a record of all meetings with a proponent or opponent of a project, their attorneys, lobbyists, consultants, or other representatives for any project that foreseeably will come before the Board for consideration. This record will be forwarded to the Secretary for posting, along with a record of those in attendance.

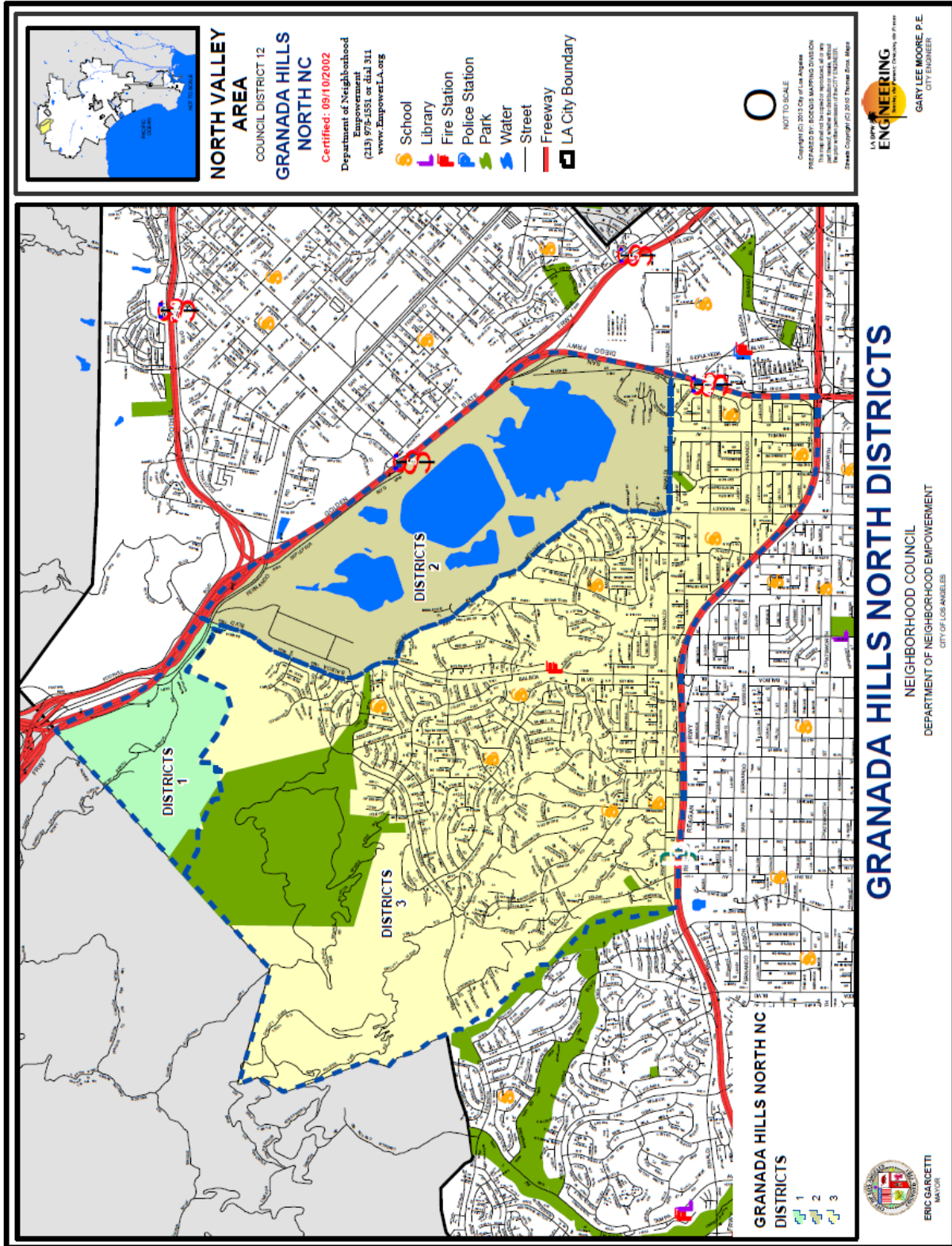
If any Director is voting as a representative of a business, organization, or any other group, such Director must publicly disclose any money, gifts of property, or gifts of services received by the business, group, or organization he or she represents, when considering an action which may benefit that entity. This information will be posted on the Council's official web site prior to consideration of a project. The receipt of money, gifts, or services shall constitute a conflict. When a conflict arises, such Director shall recuse him/herself.

**14.1 Code of Civility:** The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

**14.2 Training:** All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

**14.3 Self-Assessment:** Every year, the Council shall conduct a self assessment pursuant to the Plan.

# Attachment A – Map of Granada Hills North Neighborhood Council



GHNNC Approved Bylaws 06302017



## ATTACHMENT B - GOVERNING BOARD STRUCTURE & VOTING

### Granada Hills North Neighborhood Council – 21 Seats

<b>Board Position</b>	<b># of seats</b>	<b>Elected or Appointed?</b>	<b>Eligibility to run for the seat</b>	<b>Eligibility to vote for the seat</b>
District One Seat Term: 2 Years	1	Elected	District One Stakeholder who is 18 years (See Art. 3.2(a))	District One Stakeholders who are 18 years (See Art. 3.2(a))
District Two Seat Term: 2 Years	1	Elected	District Two Stakeholder who is 18 years (See Art. 3.2(b))	District Two Stakeholders who are 18 years or older and who live or own property within the Neighborhood (See Art. 3.2(b))
District Three Seats Term: 2 Years	13	Elected	District Three Resident Stakeholders who are 18 years or older and who live or own property within the Neighborhood (See Art. 3.2(c))	District Three Resident Stakeholders who are 18 years or older and who live or own property within the Neighborhood (See Art. 3.2(c))
Faith-based Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and involved with any faith-based organization located within the Neighborhood (See Art. 5.1(b))	Stakeholders who are 18 years or older and involved with any faith-based organization located within the Neighborhood (See Art. 5.1(b))
Neighborhood Organization Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and involved with any community group that meets regularly within the Neighborhood (See Art. 5.1(b))	Stakeholders who are 18 years or older and involved with any community group that meets regularly within the Neighborhood (See Art. 5.1(b))
Residents Associations Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who lives within the Neighborhood and is a member of a valid HOA (or similar) (See Art. 5.1(b))	Stakeholders who are 18 years or older and who live within the Neighborhood and are members of a valid HOA (or similar) (See Art. 5.1(b))
Small Business and Workers Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and involved in a Neighborhood business employing 75 or fewer workers (See Art. 5.1(b))	Stakeholders who are 18 years or older and involved in a Neighborhood business employing 75 or fewer workers (See Art. 5.1(b))
Student Representative Term: 2 Years	1	Elected	Stakeholder aged 16 to 25 years old on the day of the election who is a student (See Art. 5.1(b))	Stakeholders aged 15 to 25 years old on the day of the election who are students (See Art. 5.1(b))
<b>Board Position</b>	<b># of seats</b>	<b>Elected or Appointed?</b>	<b>Eligibility to run for the seat</b>	<b>Eligibility to vote for the seat</b>
Community Interest Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older	Stakeholder who is 18 years or older