

**GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL**  
**POLICY & RULES COMMITTEE**  
**MEETING AGENDA**

**WEDNESDAY, MAY 13, 2009 – 4:00 pm**

**GHNNC Office: 11139 Woodley Ave, Granada Hills, CA 91344**

The public is requested (but not required), for follow-up purposes, to fill out a "Speaker Card" to address the Committee on any item of the agenda prior to the Committee taking action on any item.

This Agenda is posted for public review at Albertsons located at 16201 San Fernando Mission Blvd; HOWS Market located at 11900 Balboa Blvd.; Sugar Suite located at 11858 Balboa Blvd.; and the two Bee Canyon Park Kiosks: one located across from 17160 Van Gogh St., and the other at the playground between Van Gogh and Sesnon Blvd.

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 prior to the meeting you wish to attend by contacting the Neighborhood Council Project Advocate at (818) 374-9895 or at [amelia.herrera-robles@lacity.org](mailto:amelia.herrera-robles@lacity.org).

All agenda items are subject to discussion and possible committee action

1. Call to Order.
2. Approval of minutes from the April 29, 2009 meeting.
3. Public Comment.
4. Review the version of the Bylaws passed at the May 4, 2009 Special Meeting.
5. In preparation for submittal to D.O.N.E., review and recommend revisions to the document explaining the Council's rationale for the changes made to our Bylaws.
6. **MOTION:** That the Board Chairperson submit to D.O.N.E. the amended and restated GHNNC Bylaws in the exact form as approved at the May 4, 2009 Special Meeting. In such submittal, the Chairperson shall include a conformed copy of the Bylaws, a color redline comparison with our 2007 Bylaws, and the rationale for all changes.
7. Begin preliminary discussions on recommendations for revisions to the Bylaws and Policies & Guidelines as brought up at the May 4, 2009 Special Meeting. *Bylaws Article 14 (Committees)* must be included in such discussion.
8. Using the guidance from the City Attorney's Office, discuss procedures for how committees add and remove members, and decide if these are rules or bylaws.
9. Committee Member Comment on non-agenda items.
10. New Business - determine the regular monthly meeting date of this committee.
11. Adjournment

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**Please be advised that the Bylaws of the Granada Hills North Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure.**

**For your convenience, the Bylaws are available on our website: [www.ghnnc.org](http://www.ghnnc.org)**

*"In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at 11139 Woodley Ave, Granada Hills, CA 91344, at our website by clicking on the following link: [www.ghnnc.org](http://www.ghnnc.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 the Neighborhood Council Policy & Rules Committee Chairperson at (818) 374-9895 or by e-mail at [erosenberg@ghnnc.org](mailto:erosenberg@ghnnc.org)"*



Office of the City Clerk  
Election Division

## 2010 Neighborhood Council (NC) Election Procedures Stipulation Language Worksheet

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The 2010 Neighborhood Council Election Procedures Stipulation Language Worksheet is the means by which a Neighborhood Council Board can participate in the development of their 2010 Election Procedures. Using this worksheet, your Board will establish general voter and candidate guidelines specific to your NC election. The stipulations in this worksheet will be used by the City Clerk – Election Division to develop your NC's Election Procedures.

The deadline for the City Clerk – Election Division to have received (not postmarked) a Board approved copy of the 2010 NC Election Procedures Stipulation Language Worksheet is 5:00 p.m. on **Monday, June 1, 2009**. Please send or fax this worksheet to the information provided below.

Office of the City Clerk, Election Division,  
555 Ramirez Street,  
3<sup>rd</sup> Floor, Space 300,  
Los Angeles, CA 90012  
(213) 978-0444  
(888) 873-1000  
Fax: (213) 978-0376  
TTY: 311 for Los Angeles City Residents or  
(213) 485-2121

Any 2010 NC Election Procedures Stipulation Language Worksheet received past the deadline will be considered late and will not apply to the 2010 NC Election. Where language contained in the 2010 NC Election Procedures Stipulation Language Worksheet is not defined by a Neighborhood Council, the Citywide 2010 NC Election Procedures Stipulation Language Worksheet defaults will apply to that specific issue.

Should you have any questions and or concerns regarding this document, you may call the Neighborhood Council Election Unit at (213) 978-0444. For more information on the Neighborhood Council Elections, please feel free to visit the Neighborhood Council Election Unit website: <http://cityclerk.lacity.org/election/ncdocs/website.pdf>.

# City Clerk Neighborhood Council Election Unit 2010 Neighborhood Council (NC) Election Procedures Stipulation Language Worksheet



This list of stipulations is adopted by the

**GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL**

*[insert your Neighborhood Council's name]*

on **MAY 4**, 2009,

*[insert date Board approved this document]*

and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and for being selected or elected to a Board seat. The provisions in this 2010 NC Election Procedures Stipulation Language Worksheet supersede any prior inconsistent provisions contained in the NC bylaws. Pursuant to Article V, Section 1 of the Plan for a Citywide System of Neighborhood Councils (Plan), the Stipulation Language is incorporated by reference in the NC's bylaws and shall be affixed to the NC bylaws. The deadline for submitting the 2010 NC Election Procedures Stipulations Language to the City Clerk – Election Division is 5:00 p.m. on **Monday, June 1, 2009**. Any 2010 NC Election Procedures Stipulation Language Worksheet received past the deadline will be considered late and will not apply to the 2010 NC Election. Where language contained in the 2010 NC Election Procedures Stipulation Language Worksheet is not defined by an NC, the Citywide 2010 NC Election Procedures Stipulation Language Worksheet defaults will apply to that specific issue.

## Board Approval and Contact Information

Please provide the name, title and signature of the person(s) authorized by the Neighborhood Council to submit this Stipulation Language Worksheet.

**Leon Marzillier**

Name/Title	Signature	Date
<b>Board Chairperson</b>	<b>(818) XXX-XXXX</b>	<b>(818) XXX-XXXX</b>
Email	Day Phone Number	Night Phone Number

**Richard Leifer**

Name/Title	Signature	Date
<b>Board Recording Officer</b>	<b>(818) XXX-XXXX</b>	<b>(818) XXX-XXXX</b>
Email	Day Phone Number	Night Phone Number

**Eric Rosenberg**

Name/Title	Signature	Date
<b>Policy &amp; Rules Committee Chair</b>	<b>(818) XXX-XXXX</b>	<b>(818) XXX-XXXX</b>
Email	Day Phone Number	Night Phone Number

## Section 1: Administration of Elections

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

## Section 2: Stakeholder Definition

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*[Pursuant to Los Angeles Administrative Code Section 22.811(a)(2) and Article II, Section 1 of the Plan, the mandatory definition of Stakeholder below will apply to all Neighborhood Councils.]*

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work, or own property in the neighborhood and also to those who declare a stake in the neighborhood and affirm the factual basis for it.

## Section 3: Method for Verifying Stakeholder Status

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(Select only **ONE** by placing a ✓ in the corresponding box next to the Stakeholder verification method your board chooses.)

*[OPTION A: The following establishes the Stakeholder verification method for your Neighborhood Council election as **self-affirmation**.]*

Voters will verify their Stakeholder status through written self-affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.

**OR** .....

*[OPTION B: The following requires **documentation** in order to establish Stakeholder status for your Neighborhood Council election.]*

Voters will verify their Stakeholder status by providing documentation acceptable to the City Clerk – Election Division. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation acceptable to the City Clerk – Election Division supporting that declaration. Factual basis Stakeholders will also be required to provide a form of documentation to substantiate their factual basis claim.

**Section 4: Declaring a Stake in the Neighborhood Council in Districts Based on Participation/Membership in an Organization, Group or Place of Worship**

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(Select only **ONE** by placing a ✓ in the corresponding box next to process of establishing status your board chooses.)

*[Below find sample language for determining the Stakeholder status of an individual who has established their stake in the Neighborhood Council via their participation/membership in an organization, group or place of worship. This section applies only to stakeholders that are allowed to vote in multiple districts.]*

[OPTION IS NOT APPLICABLE: This Neighborhood Council does not have districts.]

**OR** .....

[OPTION A: This sample language establishes Stakeholder status based on the **physical address** of the organization or place of worship.]

Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the physical address for the organization or place of worship shall be used to establish the district Stakeholder status.

**OR** .....

[OPTION B: This sample language establishes Stakeholder status based on the **service providing area** of the organization or place of worship.]

Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the service-providing area for the organization or place of worship shall be used to establish the district Stakeholder status.

**Section 5: Minimum Voting Age**

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(Select the minimum voting age for your NC by writing it in the space provided below.)

All Stakeholders aged 18\* [insert the desired age which must be at least 12 years old under the City Clerk's proposed rules] and above shall be entitled to vote in the Neighborhood Council Elections.

\* Minimum age for Stakeholders voting for Student Representative is 15

## Section 6: Board Terms

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All current Board terms, which end prior to your 2010 NC election, shall be extended until after the certification of election results or the resolution of all official election challenges for your 2010 NC election, whichever date is later. There are no term limits.

(Select only **ONE** by placing a ✓ in the corresponding box next to the length of the Board terms your board chooses.)

[OPTION A: The following is for a two-year term:]

Beginning with the City Clerk conducted election held between March and June of 2010, a Board member's term shall be for the duration of two years or until a successor is elected or appointed.

**OR** .....

[OPTION B: The following is for a four-year term:]

Beginning with the City Clerk conducted election held between March and June 2010, a Board member's term shall be for the duration of four years or until a successor is elected or appointed.

**OR** .....

[OPTION C: The following is for a four-year term with a staggered election cycle, electing half the Board during each election. Initially, all Board members will be elected and the staggering system begins with the next election:]

The intent of the Board is to establish a staggered election system where approximately half of the Board is elected at each City Clerk conducted election beginning with the City Clerk conducted election conducted between March and June 2010.

Positions elected to a one-time, two-year term beginning in year 2010 shall be designated Group A. Positions elected to a four-year term beginning in year 2010 shall be designated Group B.

Thereafter, beginning in year 2012, Group A shall also have a four-year term.

*(continued on next page)*

The following Board seats shall be designated Group A *[initially elected for a two-year term or until a successor is elected or appointed]*:

*[If necessary, please use an additional sheet of paper to complete the list..]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following Board seats shall be designated Group B *[elected for a four-year term or until a successor is elected or appointed]*:

*[ If necessary, please use an additional sheet of paper to complete the list..]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 7: Appointed Board Seats (where applicable)**

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(Select only **ONE** by placing a ✓ in the corresponding box next to the appointment process your board chooses.)

*[If you have an appointment process, you must list the appointed positions and add a statement indicating the process. There are a number of processes available.]*

*[OPTION IS NOT APPLICABLE: All seats on the Neighborhood Council Board are elected.]*

**OR** .....

*[OPTION A: The NC uses the appointment clause in their bylaws.]*

The appointment of Board seats shall be conducted according to \_\_\_\_\_ *[insert the Article and Section in the NC's bylaws where the appointment clause can be found.]* of the NC Bylaws. The appointed seat shall have a term of \_\_\_\_ *[insert a time frame]* year(s).

**OR** .....

*[OPTION B: The President makes the appointments with Board approval.]*

The following seats are appointed and will not be elected as part of the City Clerk conducted elections:

*[List the seats that are appointed. If necessary, please use an additional sheet of paper to complete the list of appointed seats.]*

\_\_\_\_\_  
\_\_\_\_\_

These \_\_\_\_\_ *[insert the number of appointed seat(s)]* positions shall be appointed by the President with Board approval under the following process: Following the City Clerk conducted election and the selection of a Board President, the President shall within \_\_\_\_\_ *[insert a time frame]* days of assuming office appoint a qualified Stakeholder to the selected seat subject to a majority vote of the Board at a public meeting. If the seat is not filled within \_\_\_\_\_ *[insert the same time frame as above]* days from the time the President assumes office, the seats shall be filled in accordance with the vacancy provision in Section 8. The appointed seat shall have a term of \_\_\_\_ *[insert a time frame]* year(s).

**OR** .....

*[OPTION C: The Board makes the appointments.]*

The following seats are appointed and will not be elected as part of the City Clerk conducted elections:

*[List the seats that are appointed. If necessary, please use an additional sheet of paper to complete the list of appointed seats.]*

\_\_\_\_\_  
\_\_\_\_\_

These \_\_\_\_\_ *[insert the number of appointed seat(s)]* positions shall be appointed by the Board under the following process: Following the City Clerk conducted election, the elected Board members shall within \_\_\_\_\_ *[insert a time frame]* days of assuming office appoint a qualified Stakeholder to the selected seat subject to a majority vote of the Board at a public meeting. If the seat is not filled within \_\_\_\_\_ *[insert the same time frame as above]* days from the time the elected Board members assume office, the seats shall be filled in accordance with the vacancy provision in Section 8. The appointed seat shall have a term of \_\_\_\_ *[insert a time frame]* year(s).

**OR** .....



[OPTION D: A caucus or an outside organization makes the appointments.]

The following seats are appointed by a caucus or an outside organization and will not be elected as part of the City Clerk conducted elections:

[List the seats that are appointed. If necessary, please use an additional sheet of paper to complete the list of appointed seats.]

\_\_\_\_\_  
\_\_\_\_\_

These \_\_\_\_\_ [insert the number of appointed seat(s)] positions shall be filled by a caucus process that is outlined in the NC Bylaws. The appointed seat shall have a term of \_\_\_\_\_ [insert a time frame] year(s).

**Section 8: Vacancy Clause**

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(Select only **ONE** by placing a ✓ in the corresponding box next to the vacancy process your board chooses.)

[This process is necessary as the City Clerk will not hold special elections to fill resulting vacancies after the election. The provisions in this section shall also apply to all seats not filled in accordance with Section 7 of this document. There are a number of processes available. The City Clerk recommends the following as possible processes:]

[OPTION A: The NC uses the vacancy clause in their bylaws.]

A vacancy on the Board shall be filled according to \_\_\_\_\_ [insert the Article and Section in the NC's bylaws where the vacancy clause can be found.] of the NC Bylaws. The appointed applicant's term shall be limited to the term for the vacated seat.

**OR** .....

[OPTION B: The President fills the vacancy.]

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

**OR** .....



*[OPTION C: The President fills the vacancy with Board approval.]*

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

**OR** .....



*[OPTION D: The Board fills the vacancy.]*

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

## Section 9: Governing Board Composition and Voting

*[All Stakeholders must have the ability to participate on your Board by having the ability to be seated as a Board member and vote. You must have at least one "at large" seat to accommodate those Stakeholders who "declare a stake in the neighborhood." This "at large" seat can be accommodated either within one of the existing Board positions OR by adding no more than one "at large" seat to the existing Board. The additional seat CANNOT be added where the "at large" seat already exists on the Board.]*

State the Total Number of Seats on Your Board : 25

Using the table below, describe the number of Board seats, the eligibility requirements for holding any specific Board seats, and indicate which Stakeholders may vote for the Board seats. Please attach your table as Attachment A. See Example A, attached to this Worksheet as a sample.

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
1 District One Seat	Elected	District 1 Stakeholder	District 1 Stakeholders
1 District Two Seat	Elected	District 2 Stakeholder	District 2 Stakeholders
13 District Three Seats Residents	Elected	District 3 Resident Stakeholders who live or own property within the Neighborhood	District 3 Stakeholders
1 District Three Seat At-Large	Elected	District 3 Stakeholder (declares stake and affirms basis; worker, resident, owner; etc.)	District 3 Stakeholders
Student Representative	Elected	Stakeholder aged 16 to 25 years old on the day of the election who is a student	Stakeholders aged 15 to 25 years old on the day of the election who are students
Educational Representative	Elected	Stakeholder who is actively involved in a school (or similar) within the Neighborhood	Stakeholders who are actively involved in a school (or similar) within the Neighborhood
Youth Group Representative	Elected	Stakeholder involved in any youth group that meets regularly within the Neighborhood	Stakeholders involved in any youth group that meets regularly within the Neighborhood
Neighborhood Organizations Representative	Elected	Stakeholder involved in any community group that meets regularly within the Neighborhood	Stakeholders involved in any community group that meets regularly within the Neighborhood
Small Business and Workers Representative	Elected	Stakeholder involved in a Neighborhood business employing 75 or fewer workers.	Stakeholders who work at or own Neighborhood businesses employing 75 or fewer workers

See "Attachment A" for remaining 4 positions

**Section 10: Voting Model (where necessary)**

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*[Where a NC has varying ballot types that are issued according to a voter's Stakeholder status, the City Clerk strongly recommends that the NC provide a defined voting model. Please attach your voting model describing which Stakeholders are allowed to vote for which NC seats as Attachment B. [See Example B, attached as a sample voting model used during the 2008 NC Elections that you may utilize as a template, using your NC Board seat categories.]*

**Section 11: Declaring Candidacy for Positions on the Board**

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(Select only **ONE** by placing a ✓ in the corresponding box next to the candidacy process your board chooses.)

*[OPTION A: Below find sample language requiring that candidates can only seek candidacy in **no more than one Board position** at a time.]*

A candidate shall declare their candidacy for no more than one position on the Neighborhood Council Board during a single election cycle.

**OR** .....

*[OPTION B: Below find sample language allowing candidates to seek **candidacy in more than one Board position** at a time. The option of allowing candidates to run for more than one position on the Board **requires** the Board to have a vacancy clause.]*

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

If a candidate seeking multiple Board positions on one NC Board is declared the winning candidate for more than one of those positions, the candidate will be required to vacate all except one Board position within no more than three days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved for your 2010 NC election, whichever date is later. These vacated positions shall be filled with the remaining candidate who received the most votes, or if none, via the vacancy clause identified in this 2010 NC Election Procedures Stipulation Language Worksheet.

Where the candidate does not vacate all except one Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.

**ATTACHMENT "A"**

*[All Stakeholders must have the ability to participate on your Board by having the ability to be seated as a Board member and vote. You must have at least one "at large" seat to accommodate those Stakeholders who "declare a stake in the neighborhood." This "at large" seat can be accommodated either within one of the existing Board positions OR by adding no more than one "at large" seat to the existing Board. The additional seat CANNOT be added where the "at large" seat already exists on the Board.]*

Using the table below, describe the number of Board seats, the eligibility requirements for holding any specific Board seats, and indicate which Stakeholders may vote for the Board seats. Please attach your table as Attachment A. See Example A, attached to this Worksheet as a sample.

<b>BOARD POSITION</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Resident Associations Representative	Elected	Stakeholder who lives within the Neighborhood and is a member of a valid HOA (or similar)	Stakeholders who live within the Neighborhood and are members of a valid HOA (or similar)
Parks Representative	Elected	Stakeholder who is a member of any parks organization that meets within the Neighborhood	Stakeholder who are members of any parks organization that meets within the Neighborhood
Environmental Representative	Elected	Stakeholder involved with any environmental organization that meets within the Neighborhood	Stakeholders involved with any environmental organization that meets within the Neighborhood
Faith-Based Representative	Elected	Stakeholder involved with any faith-based organization located within the Neighborhood	Stakeholders involved with any faith-based organizations located within the Neighborhood

NEIGHBORHOOD COUNCIL APPLICATION TO CHANGE OR ADJUST BYLAWS  
NEIGHBORHOOD COUNCIL NAME Granada Hills North Neighborhood Council

**IMPORTANT**

THIS "APPLICATION TO CHANGE OR ADJUST BYLAWS" OF A CERTIFIED NEIGHBORHOOD COUNCIL IS BASED ON ARTICLE V. SECTION 3 OF THE "PLAN FOR A CITYWIDE SYSTEM OF NEIGHBORHOOD COUNCILS" ("THE PLAN"). IT IS STRONGLY RECOMMENDED THAT YOU REVIEW THESE DOCUMENTS BEFORE COMPLETING THIS APPLICATION. COPIES OF THESE DOCUMENTS ARE AVAILABLE FROM THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT. IF YOU WOULD LIKE ASSISTANCE OR IF YOU HAVE QUESTIONS ABOUT COMPLETING THE APPLICATION PACKAGE, CONTACT YOUR PROJECT COORDINATOR IN THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT AT (213) 485-1360, OR TOLL FREE AT 3-1-1.

**APPLICATION REQUIREMENTS:**

The bylaws of the Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. The Neighborhood Council bylaws shall include, at a minimum, the information required by Ordinance and the Plan and described in the original Certification Application Guidelines and Instructions, including applicable laws and ethical standards.

- Attach to this application a copy of the ORIGINAL bylaws of the CERTIFIED Neighborhood Council, and if applicable, ratified by the Neighborhood Council governing body. Only those bylaws certified by the Board of Neighborhood Commissioners or those that have been subsequently amended and approved by the Department of Neighborhood Empowerment will be accepted.
- Attach to this application the complete set of REVISED bylaws of the CERTIFIED Neighborhood Council. The revised bylaws must meet the minimum requirements as set forth in the Plan and Ordinance for Neighborhood Councils.
- Attach to this application the Board meeting agenda(s) at which the requested changes were discussed and voted upon, and the minutes or Board resolution from your Neighborhood Council approving the bylaw changes/amendments pending DONE approval. If a resolution is submitted, it should contain the requested changes, the Board members present, the outcome of the vote. These documents should indicate that you have complied with your Neighborhood Council internal processes for changing/amending the bylaws.

**APPLICATION QUESTIONS:**

1. Please provide the name, title, and contact information of the person(s) with whom the Department of Neighborhood Empowerment may discuss the bylaw revisions.

<u>LEON MARZILLIER, Chairperson GHNNC Board; -----, Granada Hills, CA 91344; (818) -----</u>	-----
Name/Title	Contact information
<u>ERIC ROSENBERG, Chairperson Policy &amp; Rules Committee; -----, Granada Hills, CA 91344; (818) -----</u>	-----
Name/Title	Contact Information
-----	-----
Name/Title	Contact Information

2. Please provide the Article(s), Section(s) and Subsection(s) for which change or amendment is being requested.

All Articles, except for Article 12, have been amended. One new Article (#2: Definitions) has been inserted with the subsequent six originally numbered Articles (#2-#7) renumbered and/or consolidated (as #3-#7).

3. Please provide the original language and the corresponding change/amendment. Attach additional pages if necessary.

ORIGINAL LANGUAGE: (NUMBER \_\_\_\_\_)

Please see attached redline and conformed copies.

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AMENDED LANGUAGE: (NUMBER \_\_\_\_\_)

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Please see attached redline and conformed copies.

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a) Please indicate WHY the Neighborhood Council wants to make the bylaw change/amendment:

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Election rules changes required by D.O.N.E. and the City necessitated revisions to Articles 6 & 7, so the Council took this opportunity to amend the entire document. Changes included those required to conform with current laws, standard practice, and proper grammar. The attached rationale has a comprehensive explanation.

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b) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

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The elections language (in Article 7) utilized templates provided by the City Clerk. When possible, relevant code sections have been referenced directly within the amended Bylaws.

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Check the box if additional pages are attached and indicate in the space provided the number of pages.  
(No. of pages   36  )

Amended and restated Bylaws (14 pgs), redline comparison of old/new Bylaws (19 pgs), rationale for changes (3 pgs)

4. Please provide the name, title and signature of the person(s) authorized by the Neighborhood Council to request a bylaw change or amendment.

Leon Marzillier, Board Chairperson

Name/Title  
Date

Signature

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Richard Leifer, Board Recording Officer

Name/Title  
Date

Signature

---

Eric Rosenberg, Policy & Rules Committee Chair

Name/Title  
Date

Signature

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## COMPLETED APPLICATION CHECKLIST

Before submitting the Application to Change or Adjust Bylaws, please ensure that all of the following items have been completed and included with the petition materials:

- Complete set of the original bylaws as certified by the Board of Neighborhood Commissioners or your current operating bylaws that have been amended and approved by DONE.
  - Complete set of the revised bylaws.
  - Governing board meeting agenda(s) and minutes or resolution, approving the changes to the bylaws pending DONE approval.
1. Name of the Neighborhood Council at the time of Certification.
  2. Name and contact information of the person(s).
  3. The Article(s), Section(s), and/or Subsection(s) for which change/amendment is being requested.
  4. The original and changed/amended language of EACH proposed change to the bylaws.
  5. Why you want to change/amend the bylaws.
  6. How each proposed change complies with the Charter, Ordinance and Plan.
  7. Signature of the person(s) authorized to request by-law changes/amendments.

PLEASE RETURN THE COMPLETED APPLICATION MATERIALS, INCLUDING THIS PAGE, TO:

City of Los Angeles  
 Department of Neighborhood Empowerment, Field Division  
 334-B East Second Street  
 Los Angeles, California 90012  
 (213) 485-1360  
 Toll Free 3-1-1

**THANK YOU**

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**FOR OFFICE USE ONLY (Please DO NOT write below this line.)**

Date of Receipt \_\_\_\_\_

Date Response Required (please provide a minimum of 10 business days after date of receipt)

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The change/amendment number(s) \_\_\_\_\_ is/are **APPROVED** under Article VI, section 3(b) of the Plan.

The change/amendment number(s) \_\_\_\_\_ is/are **INCONSISTENT** with the principles governing a Certified Neighborhood Council's purposes or operations under Article VI, Section 3(c) of the Plan.

Date/Location of the Board of Neighborhood Commissioners hearing: \_\_\_\_\_

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If the **APPLICATION IS INCOMPLETE**, please indicate the reasons for that determination below.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed By:

\_\_\_\_\_



DONE STAFF REVIEWER

DATE

**ADDITIONAL PAGES**

3. Please provide the original language and the corresponding change/amendment. Please photocopy for additional sheets, if necessary. **Please attach this and other additional pages to your application after Page 2.**

ORIGINAL LANGUAGE: (NUMBER \_\_\_\_\_)

\_\_\_\_\_  
Please see attached pages for all changes.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMENDED LANGUAGE: (NUMBER \_\_\_\_\_)

\_\_\_\_\_  
Please see attached pages for all changes.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a) Please indicate WHY the Neighborhood Council wants to make this bylaw change/amendment.

\_\_\_\_\_  
Please see attached pages for rationale.  
\_\_\_\_\_  
\_\_\_\_\_

b) Please indicate HOW the proposed changes or amendment to the bylaws complies with the Los Angeles City Charter, Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils.

\_\_\_\_\_  
Please see attached pages for rationale.  
\_\_\_\_\_  
\_\_\_\_\_

(Revised 4/7/06)

# **Rationale for the proposed amendments to the GHNNC Bylaws as approved by two-thirds of the Stakeholders present at a Special Meeting of the GHNNC held on May 4, 2009**

## **ARTICLE 1 - Name**

This revision was proposed to specify that we're a recognized neighborhood council in Los Angeles, that our official name does not include "(GHNNC)", and that we can use "Council" or "GHNNC" as abbreviations for *Granada Hil*, the committee proposed this revision.

## **ARTICLE 2 (not in the 1-29-2007 bylaws) - Definitions**

The current bylaws contain several capitalized terms that are not defined anywhere in the document, so this section was added. It also helps to standardize certain terms; so, for example, we can use "Board" to refer to "Board of Directors," "Members of the Board," etc.

## **ARTICLE 3 (Article 2 in the 1-29-2007 bylaws) - Boundaries**

This revision was proposed to (i) clean up the references to certain California freeways, (ii) to consolidate the boundary descriptions of Districts 1, 2, and 3 from Section 5.3 so that all boundary definitions would be in one place, and (iii) to define the term "Neighborhood" (the area within the defined boundaries of the GHNNC) for use throughout the Bylaws.

## **ARTICLE 4 (Article 3 in the 1-29-2007 bylaws) - Objectives/Communications**

The tense of this article was changed from future to present so that certain sentences sounded stronger (e.g., "The GHNNC will establish a procedure for communicating with..." becomes "The GHNNC shall communicate with...")

## **ARTICLE 5 (Article 4 in the 1-29-2007 bylaws) - Stakeholders**

Per the *Los Angeles Administrative Code* § 22.811(a)(2), *The Plan for a Citywide System of Neighborhood Councils* Article II § 1, and D.O.N.E., we must now use a new definition for Stakeholder that includes people who claim a stake and can affirm the factual basis.

For purposes of classifying some Board seats and to define the one At-Large seat for District 3, we added the definitions "Resident Stakeholders" and "Non-Resident Stakeholders." Because of this new definition, *Neighborhood Partner* is no longer relevant, and all references to such term have been removed from the bylaws.

## **ARTICLE 6 (Article 5 in the 1-29-2007 bylaws) - Composition of the Board**

The chart was removed and the description of each seat incorporated into the written descriptions of Geographic Seats and Special Interest Seats. The major change to this section is that it now specifies which seats can only be held by Stakeholders living within the GHNNC boundaries (13 of the 14 District Three seats and the Resident Associations Representative).

This effectively creates a single "At-Large" seat in District Three, but also allows the District One and District Two seats to be Stakeholders who "declare a stake...and affirm the factual basis" without actually living within the GHNNC boundaries. Eight of the nine Special Interest seats will also be available to all Stakeholders whether or not they live here.

As a result, 11 of the 25 Council seats could possibly be held by Stakeholders who don't live within the GHNNC Boundaries, but no more than that. This way, we can protect the makeup of the Board by having a majority of Directors be residents.

**NOTE:** This does not violate the rule that "no one group may have a majority on the Board" because it's inevitable that a Board with an odd-number of Directors will *always* have a majority or minority of *some* groups, whether it be residents, non-residents, men, or women. Because we believe residents should have more influence in their communities than people who just shop or work here, we have chosen to structure the Board's makeup to always include a majority of such.

#### **ARTICLE 7 (Article 6 in the 1-29-2007 bylaws) - Neighborhood Council Elections**

Many of the election provisions from the current bylaws have been replaced by language supplied by the City. This proposed Article 7 completely replaces Article 6 of the 1/29/2007 bylaws and incorporates the final section from Article 7 of the 1/29/2007 bylaws.

The City gave us some limited choices of how to customize these new provisions, and we chose to maintain the status quo of all Board members being elected to two-year terms. However, per the City (*Council File No. 05-0894-S3, Dec. 18, 2007*), term limits have been eliminated.

Voters must be 18 years old on the day of the election to vote for 24 of the 25 seats, but if voting for Student Representative, voters may be ages 15-25. All candidates must be 18 years old on election day, except for the Student Representative who may be 16.

Filling vacancies on the Board now will follow the procedures recommended by the City. These changes were considered necessary due difficulty implementing the procedures outlined in the 1/29/2007 bylaws.

#### **ARTICLE 8 - Duties, Privileges, and Compensation**

Section 8.1 Only incorporates some minor changes that don't substantially change this Article. The most significant revision is in Section 8.2 where we state that the Board "shall reimburse" rather than "may compensate" a Board member for certain expenses, with the artificial limit removed, as long as the expense has been budgeted. We felt that the original language was too restrictive.

#### **ARTICLE 9 - Officers**

The main changes proposed for this Article clarify the responsibilities of the Treasurer and Financial Officer. For good measure, we also included some very basic officers election procedures in the preamble.

#### **ARTICLE 10 - Meetings**

Because of our experience with the Sesnon and Sylmar fires, the committee felt that we should substantially adopt the meeting structure found in the Brown Act. The main changes are:

- **Regular Meetings** are defined as being held "at least every 31 days" instead of "monthly" and can be rescheduled (due to a holiday, for example) up to seven days earlier or later.
- **Special Meetings** can be called either by 50 Stakeholders via petition, or by the Chairperson/Vice Chairperson with the consent of 2 Board members. 4 day's notice will be required for such meeting.
- **Emergency Meetings** conforms to § 54956.5 of the Brown Act. However, we've added the additional condition that written consent of five Board members is required, and that notice must be posted on our website (if circumstances allow) with the names of those consenting Board members.

Quorum remains at 13 Board Members (simple majority of all 25 seats). All meetings, regardless of whether they're Regular, Special, or Emergency, will still require a quorum (per the Brown Act).

Attendance requirements have been clarified to promote fairness and accountability. Absences will not be excused simply because a Board member notifies the Board before a meeting. Board members who miss three consecutive meetings, or miss 4 meetings during any 12-month period, will be subject to a vote of the Board for removal. Board members who miss four consecutive meetings, or miss 5 meetings during an 12-month period, will be removed automatically.

#### ARTICLE 11 - Board Decisions

Only incorporates some minor cleanup, including removing the redundant quorum sentence that appears in Section 10.5 now.

#### ARTICLE 12 - Reconsideration and Grievance Procedures

This Article has not changed.

#### ARTICLE 13 - Ethics

Only incorporates some minor cleanup, including adding a reference to the *City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code § 49.5.1)*, and removing the redundant campaign spending limits provision which now appears at the end of Article 7.

#### ARTICLE 14 - Committees

The Election Committee was removed per DONE because the City will now conduct elections.

We cleaned up the preamble (changing it to Section 14.1) to conform with changes made to other Articles of these Bylaws. All committees are now listed within 14.1 as alpha ordinal bullet points.

We removed the *Communications Committee*, rolling its responsibilities into the **Outreach and Publicity Committee**. The Outreach Officer will now chair such committee.

We renamed the *Research Committee* the **Citywide Issues Committee**, and included the City Information Officer on it.

We added the **Executive Committee**, which will take on its own responsibilities in addition to those of the *Financial Committee*, which will be removed.

The **Parks & Beautification Committee** now correctly refers to the Parks Rep and the Environmental Rep (instead of calling them Officers).

The provision describing the creation of Ad Hoc committees was expanded to better incorporate the requirements of the Brown Act as explained in the document "Standing and *Ad Hoc* Committees of Neighborhood Councils Under the Brown Act" provided by the Office of the City Attorney.

#### ARTICLE 15 - Changes to the Bylaws

Legal lawyer language replaces the pleasant prose of previous people ☺

The only substantial change is that all suggested amendments now must first go through the Policy & Rules Committee before being voted on by Stakeholders (who must still achieve a two-thirds affirmative vote at the Special Meeting called for such vote). This way, the Board won't be inundated with proposed amendments (some possibly frivolous) at every meeting.

# BYLAWS

of the Granada Hills North Neighborhood Council

## Article 1: Name

The name of this neighborhood council shall be **THE 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 2: Definitions

- 2.1 The State:** The State of California.
- 2.2 The City:** The City of Los Angeles.
- 2.3 The County:** The County of Los Angeles.
- 2.4 Board:** The GHNNC Board of Directors, as defined in Article 6.
- 2.5 Director or Board Member:** A member of the GHNNC Board of Directors.
- 2.6 Brown Act:** The “Ralph M. Brown Act” (California Government Code §§ 54950-54963).
- 2.7 DONE:** The City of Los Angeles Department of Neighborhood Empowerment.
- 2.8 BONC:** The City of Los Angeles Board of Neighborhood Commissioners.
- 2.9 The Plan:** The City of Los Angeles’ *Plan for a Citywide System of Neighborhood Councils*.
- 2.10 The Admin Code:** The City of Los Angeles Administrative Code.
- 2.11 Ethics Ordinance:** City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code § 49.5.1).
- 2.12 GAAP:** Any or all provisions of generally accepted accounting principles that apply to a certified neighborhood council, according to the type of entity established by such council.

## Article 3: Boundaries

- 3.1 Overall Boundaries:** The boundaries of the GHNNC, herein referred to as the “Neighborhood”, shall run along State Route 118 (“SR-118”) on the south, from the place where it meets Aliso Canyon at Hesperia Avenue (west of Zelzah Avenue), east to Interstate Highway 405 (“I-405”), then following I-405 north to Interstate Highway 5 (“I-5”), following I-5 northwest to the County line, then following the County line south along the northwestern edge of O’Melveny Park and continuing to Aliso Canyon, then south along the eastern edge of Aliso Canyon, and intersecting again at SR-118.

**3.2 District One:** The boundaries of District One are comprised of the northwestern section bounded by I-5 on the north, the City/County line on the northwest, and the zoning line designating Heavy Industry on the south and east.

**3.3 District Two:** The boundaries of District Two are comprised of the northeastern section bounded by the junction of I-5 and Balboa Boulevard, and running southwest to form the northwestern boundary; then following Balboa Boulevard south to Woodley Avenue and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundary; then following Rinaldi Street east to I-405 to form the southern boundary; then following I-405 northwest to its junction with I-5; continuing on I-5 to Balboa Boulevard to form the northeastern boundary.

**3.4 District Three:** The boundaries of District Three encompass the remaining area within the GHNNC boundaries as defined in Section 3.1 above. Both sides of Woodley Avenue are included in District Three, as are the residents or workers in any plot with a zoning designation beginning with the letter “R.”

#### **Article 4: Objectives and Policies of the Council and Communicating with Stakeholders**

**4.1 Objectives and Policies of the Council:** The objective of the Council is to enhance the quality of life and sense of community and pride of all its Stakeholders. It reaches out to other councils in an effort to share ideas about how best to give every Stakeholder a voice in government. The Council attempts to keep abreast of all actions by all agencies of City government which may affect our community, and to inform Stakeholders as quickly as possible. After best-faith efforts to solicit opinions from Stakeholders, the Council makes recommendations to the City that enhance our quality of life. In all its meetings and correspondence, the Council solicits Stakeholders’ ideas and promotes free expression of opinions. It listens attentively to ideas for improving our community and to concerns over actions and events which may negatively impact our community. The Council serves as an advocate for the northern Granada Hills community within City government. 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 or political affiliation.

**4.2 Communicating with Stakeholders:** The GHNNC shall communicate with all its community Stakeholders on a regular basis in a manner ensuring information is disseminated in a timely manner.

## **Article 5: Stakeholders**

Council membership is open to all Stakeholders. Per the Admin Code § 22.811(a)(2) and The Plan Article II § 1, “Stakeholders” shall be defined as those who live, work, or own property within the Neighborhood; and also those who declare a stake in the Neighborhood and affirm the factual basis for it.

For purposes of these Bylaws, Stakeholders who live or own property in the Neighborhood may hereafter be referred to as “Resident Stakeholders”, and Stakeholders who do not live or own property in the Neighborhood but who work in the Neighborhood or who have declared a stake in the Neighborhood and affirmed a factual basis for it may hereafter be referred to as “Non-Resident Stakeholders”.

Any Stakeholder can be appointed by the Board to represent the Council before City government agencies or other neighborhood councils or organizations.

## **Article 6: Composition of the Board of Directors**

**6.1 Number of Directors:** The Board shall consist of twenty-five (25) Representatives identified below.

**6.2 Directors Representing Geographic Districts:** The GHNNC area is divided into three geographic districts, as defined in Article 3 of these Bylaws. The number of seats on the Board representing Geographic Districts shall be allocated as follows: one (1) seat for District One, one (1) seat for District Two, and fourteen (14) seats for District Three. The number of Directors from the three Districts 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 seat for approximately every 2,000 Stakeholders; provided, however, that there will be no more than one seat per District for all Non-Resident Stakeholders in such District. No matter how small the population is in any given district, each district will have at least one 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 DONE to alter the District boundaries or reallocate the number of Directors from the Districts.

**6.3 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 community. Each will be expected to attend meetings regularly; bring to the Board the concerns of those they represent; and to 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 category, the candidates and voters must designate which group they wish to represent 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 fails to show adequate involvement either with his or her constituency or with the Board shall be subject to removal by the Board by a two-thirds (2/3) vote.

- a) ***Educational Representative:*** This Director is a Stakeholder who is actively involved in a school, an adult-school, a day-care center, a preschool, or any organization that lies within the Neighborhood and whose area of interest is primarily education.
- b) ***Environmental Representative:*** This Director is a Stakeholder who is an actively involved member of an environmental organization that meets regularly (at least four times annually) within the Neighborhood.
- c) ***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.
- d) ***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 times annually) within the Neighborhood.
- e) ***Parks Representative:*** This Director is a Stakeholder who is an actively involved member of any parks organization that meets regularly (at least four times annually) and deals with issues relating to parks within the Neighborhood, and brings issues relating to such parks to the Board.
- f) ***Resident Associations Representative:*** This Director is a Resident Stakeholder who is an actively involved member of a homeowner, condominium, townhouse, or renters association that holds regular meetings (at least four times annually) and whose property lies within the Neighborhood.
- g) ***Small Business and Workers Representative:*** This Director 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.
- h) ***Students Representative:*** This Director, a student between the ages of 16 and 25 (on the date of the 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.
- i) ***Youth Groups Representative:*** This Director is a Stakeholder who is an actively involved member of any organization, such as the Boy Scouts, the Girl Scouts, 4-H, a youth athletic organization, or any other youth group that meets or has activities regularly (at least four times annually) within the Neighborhood.



## **Article 7: Neighborhood Council Elections**

This Article explains the administration of Council elections by the City Clerk and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and being selected or elected to a Board seat. The provisions in this Article supersede any prior inconsistent provisions contained in these Bylaws.

**7.1 Administration of Elections:** Elections shall be conducted every two years in even numbered years and shall be administered by the City Clerk beginning on April – June 2010. The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the City Clerk shall take precedence over any inconsistent language in these Bylaws. The term for each currently elected Director shall be extended through and until a successor is elected or appointed at the April – June 2010 City Clerk-conducted election.

**7.2 Board Term:** Beginning with the City Clerk-conducted election held on April – June 2010, a Director's term shall be for the duration of two years or until a successor is elected or appointed.

**7.3 Board Composition:** Article 6 of these Bylaws describes the composition of the Board. All seats shall be elected; none shall be appointed.

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

**7.4 Voting:** All Stakeholders aged eighteen (18) and above on the date of the election shall be entitled to vote in the Council elections for candidates running for Geographic District seats and/or Special Interest seats. All Stakeholders ages fifteen (15) to twenty-five (25) who are students on the date of the election shall be entitled to vote in the Council elections for the Student Representative.

Each Stakeholder shall receive only one ballot corresponding with his or her Geographic or Special Interest designation on his or her Stakeholder Verification Form, which shall be substantially in the form attached hereto as Exhibit I. Stakeholders designated as voting for District Three Geographic Representatives may vote once each for up to fourteen (14) Representatives. If a voter's proof of Stakeholder qualification is insufficient, or if insufficient documentation is presented to verify such voter's designation, then such person may vote provisionally. For a provisional ballot to be converted to a regular ballot and be counted, the voter must supply the City Clerk with the appropriate documentation within three days.

**7.5 Filling Board 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 Recording Officer within ninety (90) days of the date that the seat becomes vacant. After the lapse of such 90-day period, the

Recording Officer shall forward the names of all applicants to the Chairperson. The Chairperson shall have discretion to appoint 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.

**7.6 *Qualifications for Directors:*** To run for a seat on the GHNNC, a Stakeholder must be eighteen (18) years of age or older by the date of the election, except for the candidate for Student Representative, who must be sixteen (16) years of age by the date of the election. Each candidate must present documentation including, but not limited to, a valid picture ID in the form of a California Drivers License, California ID, passport, school ID, or any other such ID; plus documentation showing proof that the individual is a qualified Stakeholder. All verifying documents will be returned immediately after being viewed. For the homeless, or others with special circumstances, this requirement may be waived at the discretion of the City Clerk.

**7.7 *Campaign Spending Limits:*** Each candidate for a Board position will be asked to sign a pledge committing to spend no more than seventy-five dollars (\$75.00) to promote his/her candidacy. Appeals may be made to the Ethics Committee in case of a dispute.

## **Article 8: Duties, Privileges and Compensation of the Board**

**8.1 *Duties and Privileges of Directors:*** Newly elected Directors will assume their duties at the first meeting of the Board following certification of the election. The Board may consider matters, make recommendations and adopt positions relating to the education, recreation, health, safety, esthetics, planning, zoning and all other issues that affect the GHNNC community. The Board may take a public position in support, or opposition, of a ballot measure or pending legislation. The Board may work with other citywide 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. Directors who hold a position in opposition to that taken by the Board may express their position as individuals.

**8.2 *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.

## **Article 9: Officers of the Board and their Duties**

The following officers will be elected by the Board from those Directors who wish to serve in those positions. Nominations and elections for these positions will take place utilizing standard election procedures, including run-offs in the case of three or more candidates vying for a single position where one candidate does not receive 50% or more of the vote in the first round, during the first Board meeting after the certification of the election. Officers will be elected each year to serve for one (1)

year. An Officer may not hold the same office for more than four consecutive years. When a vacancy occurs between elections, it may be filled by appointment by the Chairperson and confirmation by a majority vote of the Board. If possible, the new Officer will come from the same category (Geographic or Special Interest) as the one held by the vacating Officer and will be a member of the existing Board. If a vacancy occurs in the office of the Chairperson, the Vice Chairperson will assume that position.

**9.1 The Chairperson:** Will preside at all meetings of the Board, call special meetings, prepare agendas (any Director has a right to submit agenda items), serve as an ex-officio member of all standing committees and whenever possible, represent the Board's position at hearings and other meetings and may appoint a nonvoting Parliamentarian.

**9.2 The Vice Chairperson:** Will preside at meetings in the absence of the Chairperson; will track all city planning and land-use issues in the GHNNC area and bring them to the attention of the Board, particularly the Chairperson, the City Information Officer and the Media Officer.

**9.3 The City Information Officer:** Will track all citywide issues on which the GHNNC Board may wish to gain information and/or comment. Will obtain City Council agendas and bring information to the Board, particularly the Chairperson and the Media Officer, and will work with other Neighborhood Councils on coalition building and areas of mutual support.

**9.4 The Media Officer:** Will maintain and update the web site and help the Chairperson disseminate information to the media, as needed.

**9.5 The Community Information and Outreach Officer:** Will be responsible for keeping the community informed; will make a good-faith effort to keep all of the stakeholders apprised of the issues coming before the GHNNC Board and coordinate with the Chairperson, Vice Chairperson, City Information Officer, and the Media Officer to assure that the required information is posted on our web site.

**9.6 The Recording Officer:** Will keep the minutes of the meetings, maintain a mailing and e-mail list and maintain the records of the GHNNC actions.

**9.7 The Correspondence Officer:** Will conduct the necessary correspondence of the Council and keep a file of all communications received or sent.

**9.8 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 Chairperson and Treasurer, track and coordinate GHNNC efforts to secure funding for projects and operations deemed appropriate by DONE.

**9.9 The Treasurer:** Will, per Article III § 2(d) of the Plan, maintain separate books of accounts in compliance with GAAP and shall submit monthly reports to the Council and quarterly audit reports to DONE. The Treasurer will receive and disburse all Council funds and work closely with the Chairperson and Financial Officer.

## **Article 10: Meetings of the Board**

All meetings will be conducted under the provisions of the Brown Act and all meetings will be open to the public and notice thereof posted on the Council's web site and in at least all of the public locations submitted with the Council's most recent application. 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 10.5 of these Bylaws, must be achieved to hold any such meeting of the Board.

**10.1 Regular Meetings:** The Board shall meet at least once every thirty-one (31) days, 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 seven (7) days before or after the date on which the meeting would have been scheduled normally. Such change shall be posted seventy-two (72) hours before that meeting. Agendas will be posted seventy-two (72) hours prior to all meetings of the Board.

**10.2 Special Meetings:** A Special Meeting, such as a meeting to amend the Bylaws per Article 15, may be convened by the Chairperson, Vice Chairperson, or City Information Officer with written or verbal concurrence of at least two (2) other Directors. A Special Meeting may also be called at any time by 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 DONE. Notification of such Special Meeting must be posted at least ninety-six (96) hours prior to the meeting. Such notice shall include the names of the two (2) consenting Directors, if not called by Resident Stakeholders. No other business can be transacted except that for which the meeting was called.

**10.3 Emergency Meetings:** In the case of an emergency situation involving matters upon which prompt action is necessary to respond to an item or situation, an Emergency Meeting may be convened by the Chairperson, Vice Chairperson, or City Information Officer with the written concurrence of at least five (5) other Directors. Per § 54956.5 of the Brown Act, such meeting may be held without complying with the usual notice and posting requirements. However, notification of such Emergency Meeting, including the names of the concurring Directors, must be posted on the Council's web site as soon as possible after such meeting has been scheduled; and each local newspaper of general circulation and radio or television station which has requested notice of Special Meetings shall be notified by the presiding officer of the Board, or designee thereof, one hour prior to the Emergency Meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Board, or designee of the Board, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the Emergency Meeting, the purpose of the meeting, and any action taken at the

meeting as soon after the meeting as possible. No other business can be transacted except that for which the meeting was called.

**10.4 Board and Committee Agenda:** Any Director has a right to submit agenda items for any Board meeting. The Board Chairperson 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 Chairperson for inclusion in his or her committee agenda.

**10.5 Quorum:** Thirteen (13) Directors shall constitute a quorum. No vote or other official action may be taken in the absence of a quorum.

**10.6 Attendance:** Commencing with the date of taking office, any Director who accrues three (3) consecutive absences from any Regular Meetings occurring on the regularly-scheduled day and time (a "Normal Meeting"), or a total of four (4) cumulative absences from Normal Meetings within any consecutive twelve-month period, shall be subject to removal by a majority vote of the Board. Notifying the Board of an absence prior to a Regular Meeting, while courteous and encouraged, does not prevent such absence from accruing. Leaving a Board meeting early does not constitute an absence unless such absence causes a loss of quorum. Notwithstanding the foregoing, if any Director accrues four (4) consecutive absences, or within any consecutive twelve-month period accrues five (5) cumulative absences, from Normal Meetings for any reason, such Director's seat shall be considered vacant.

## **Article 11: Board Decisions**

The Board will seek to achieve consensus. For an item to be approved, it must receive a majority vote of those Board Members present at a regularly constituted Board meeting or a correctly-noticed special meeting. All votes of the Board and committee members may be by a show of hands with the understanding that any person in attendance at the meeting may request a verbal, by roll call vote. The vote of each member is to be recorded. The Board cannot vote by secret ballot. No proxy voting will be allowed. No Board Member under the age of 18 will vote on issues or contracts on which he or she is prohibited from voting under applicable law. If there is a tie, the motion may be carried over to the next regular or specially convened meeting for resolution. For items of significant interest or contention the Board may, at its discretion, call a special properly-noticed meeting of all Stakeholders to allow them to discuss and cast an advisory vote on the issue(s). The vote may be taken by voice or show-of-hands at the discretion of the Board. Although the final decision rests with the Board, this advisory vote will be considered by the Directors in their deliberations and voting.

## **Article 12: Reconsideration and Grievance Procedures**

**12.1 Reconsideration Procedures:** Within ten days of a Council Board decision, any Stakeholder may request, in writing, a reconsideration of a Board decision. 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 their objection to the decision and include any documentation available to support the Stakeholders' 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 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 Council shall agendaize the item for possible reconsideration at their next meeting. If a Director wishes to change his or her vote, the Board will reconsider the issue.

**12.2 Grievance Procedures:** Those seeking redress of alleged violations concerning matters of procedure must request and fill out the forms provided by the Council Recording Officer. These will state Stakeholder status, outline the reason the complaint is being lodged, and any documentation the petitioner wishes to provide. This material will be provided to all Board members and the item will be agendaized within 60 days. Grievances may be appealed to DONE.

## **Article 13: Ethics**

The GHNNC shall be subject to any or all applicable sections of the Ethics Ordinance. All applicable laws of local, state, and federal government shall be the minimum ethical standard for the GHNNC, its Board, and its Stakeholders. No group shall attempt to dominate or control the GHNNC Board. In addition to abiding with all city, state and federal laws regarding the ethical conduct of the Council, 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 Recording Officer 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, 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 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.

## Article 14: Committees

**14.1 Standing Committees:** Each Standing Committee may include any interested Stakeholder who wishes to volunteer. The GHNNC Board will encourage full and broad participation in these committees. The committees will meet regularly and report to the GHNNC Board, as necessary, or at the GHNNC Board's request. A minority report may also be presented. Standing Committees of the GHNNC will include the following:

- a) **Citywide Issues Committee:** This committee shall include the City Information Officer, and 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.
- b) **Ethics Committee:** This committee shall give guidance on matters concerning disputes and/or improprieties.
- c) **Executive Committee:** This committee shall include the Chairperson, Vice Chairperson, Recording Officer, Financial Officer, and Treasurer. The Chairperson shall be the chairperson for this committee.
- d) **History Committee:** This committee shall record the history of the GHNNC.
- e) **Outreach and Publicity Committee:** This committee shall include the Community Information and Outreach Officer, who shall be the chairperson for this committee. This Committee shall be responsible for outreach to and communication with Stakeholders and the general community.
- f) **Parks and Beautification Committee:** This committee shall include the Parks Representative and the Environmental Representative.
- g) **Planning and Land Use Management Committee:** This committee shall study and make recommendations concerning land use issues.
- h) **Policy and Rules Committee:** This committee shall study Bylaws, Policies, and Guidelines; and recommend updates for these documents.
- i) **Public Safety Committee:** This committee shall study and make recommendations concerning safety issues.

**14.2 Ad Hoc Committees:** Ad Hoc committees may be formed by a majority decision of the Board to handle special issues and deal with items not addressed by any Standing Committee. Such 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 fewer than seven (7) such Board Members; have a defined purpose and time frame to accomplish such purpose; and be advisory and have no decision-making power. Should any person other than a Board Member be appointed to such Ad Hoc committee, then such committee must operate under the notice and posting requirements of the Brown Act.

## **Article 15: Changes to These Bylaws**

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.

At such time as the Policy & Rules Committee recommends that the Board schedule a Special Meeting for the purpose of having Stakeholders vote on whether to adopt the committee's proposal to amend these Bylaws, the Recording Officer, Chairperson, or Vice Chairperson shall place such recommendation on the agenda of the next Council meeting for action by the Board.

These Bylaws shall only be amended by the vote of two-thirds (2/3) of Stakeholders present at a Special Meeting called for that purpose, meaning that two-thirds (2/3) of the Stakeholders' votes cast, exclusive of abstentions and recusals, must be in the affirmative.

Amendments approved by such Stakeholders shall be forwarded within two (2) weeks to DONE and shall not be valid, final, or effective until approved by DONE and BONC. DONE has the responsibility to respond to the GHNNC with a written opinion or its concurrence within the time limit outlined in the DONE guidelines.



**EXHIBIT I**

**GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL ELECTION  
STAKEHOLDER VERIFICATION FORM**

DECLARATION OF STAKEHOLDER STATUS  
WITHIN A CITY OF LOS ANGELES NEIGHBORHOOD COUNCIL

I, \_\_\_\_\_, do hereby announce and  
(Print Name in Full)

declare that I am a Stakeholder in the boundaries of the Granada Hills North Neighborhood Council, based on my affiliation as a *(please check only one)*:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Lives                      | <input type="checkbox"/> Works          | <input type="checkbox"/> Non-Resident Property Owner |
| <input type="checkbox"/> Educational*               | <input type="checkbox"/> Environmental* | <input type="checkbox"/> Faith-Based*                |
| <input type="checkbox"/> Neighborhood Organization* | <input type="checkbox"/> Parks*         | <input type="checkbox"/> Resident-Associations*      |
| <input type="checkbox"/> Small Business and Worker* | <input type="checkbox"/> Student*       | <input type="checkbox"/> Youth Group*                |

\_\_\_\_\_  
Name of Organization

The geographic district in which I declare stakeholder eligibility is *(please check only one)*\*:

- |                                       |                                       |   |
|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> District One | <input type="checkbox"/> District Two | <input type="checkbox"/> District Three |
|---------------------------------------|---------------------------------------|---|

corresponding with the address:

_____	_____	_____
Street Number	Street	Apartment Number
_____	_____	_____
City	State	Zip Code

Mailing Address:

_____	_____	_____
Street Number	Street	Apartment Number
_____	_____	_____
City	State	Zip Code

Day Phone #: (\_\_\_\_\_) \_\_\_\_\_ Evening Phone #: (\_\_\_\_\_) \_\_\_\_\_

Fax #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

I hereby declare *under the penalty of perjury* that the above statements are true and correct and that I possess all the necessary legal qualifications of a stakeholder.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY</b>	
Received By: _____	Date: _____
Documentation Verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* See requirements in Granada Hills North Neighborhood Council Bylaws.

**EXHIBIT II**

**CITY OF LOS ANGELES**  
**CALIFORNIA**



**Granada Hills North Neighborhood Council**  
**Grievance and Complaint Form**

**Person or Persons against whom you are filing this grievance or complaint:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Nature of grievance/complaint** (You may add additional pages and attach documentation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**Suggested remedy:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I submit that this document and any and all accompanying documents are true, correct, and complete to the best of my knowledge and belief.**

\_\_\_\_\_  
**Signature** **Printed Name**

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

- Submit a copy of this form and attachments to both of the following:**
1. GHNNC President, 11862 Balboa Blvd #137, Granada Hills, CA 91344
  2. GHNNC Vice-President, 11862 Balboa Blvd #137, Granada Hills, CA 91344

# BYLAWS

## APPROVED ON MAY 4, 2009 vs. PROPOSED

of the Granada Hills North Neighborhood Council

### Article 1: Name

The name of this neighborhood council shall be **THE 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 2: Definitions

**2.1 The State:** The State of California.

**2.2 The City:** The City of Los Angeles.

**2.3 The County:** The County of Los Angeles.

**2.4 Board:** The GHNNC Board of Directors, as defined in Article 6.

**2.5 Director or Board Member:** A member of the GHNNC Board of Directors.

**2.6 Brown Act:** The “Ralph M. Brown Act” (California Government Code §§ 54950-54963).

**2.7 DONE:** The City of Los Angeles Department of Neighborhood Empowerment.

**2.8 BONC:** The City of Los Angeles Board of Neighborhood Commissioners.

**2.9 The Plan:** The City of Los Angeles’ *Plan for a Citywide System of Neighborhood Councils*.

**2.10 The Admin Code:** The City of Los Angeles Administrative Code.

**2.11 Ethics Ordinance:** City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code § 49.5.1).

**2.12 GAAP:** Any or all provisions of generally accepted accounting principles that apply to a certified neighborhood council, according to the type of entity established by such council.

### Article 3: Boundaries

**3.1 Overall Boundaries:** The boundaries of the GHNNC, herein referred to as the “Neighborhood”, shall run along State Route 118 (“SR-118”) on the south, from the place where it meets Aliso Canyon at Hesperia Avenue (west of Zelzah Avenue), east to Interstate Highway 405 (“I-405”), then following I-405 north to Interstate Highway 5 (“I-5”), following I-5 northwest to the County line, then following the County line south along the northwestern edge of O’Melveny Park and continuing to Aliso Canyon, then south along [the eastern edge of](#) Aliso Canyon, and intersecting again at SR-118.

**3.2 *District One:*** The boundaries of District One are comprised of the northwestern section bounded by I-5 on the north, the City/County line on the northwest, and the zoning line designating Heavy Industry on the south and east.

**3.3 *District Two:*** The boundaries of District Two are comprised of the northeastern section bounded by the junction of I-5 and Balboa Boulevard, and running southwest to form the northwestern boundary; then following Balboa Boulevard south to Woodley Avenue and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundary; then following Rinaldi Street east to I-405 to form the southern boundary; then following I-405 northwest to its junction with I-5; continuing on I-5 to Balboa Boulevard to form the northeastern boundary.

**3.4 *District Three:*** The boundaries of District Three encompass the remaining area within the GHNNC boundaries as defined in Section 3.1 above. Both sides of Woodley Avenue are included in District Three, as are the residents or workers in any plot with a zoning designation beginning with the letter “R.”

#### **Article 4: Objectives and Policies of the Council and Communicating with Stakeholders**

**4.1 *Objectives and Policies of the Council:*** The objective of the Council is to enhance the quality of life and sense of community and pride of all its Stakeholders. It reaches out to other councils in an effort to share ideas about how best to give every Stakeholder a voice in government. The Council attempts to keep abreast of all actions by all agencies of City government which may affect our community, and to inform Stakeholders as quickly as possible. After best-faith efforts to solicit opinions from Stakeholders, the Council makes recommendations to the City that enhance our quality of life. In all its meetings and correspondence, the Council solicits Stakeholders’ ideas and promotes free expression of opinions. It listens attentively to ideas for improving our community and to concerns over actions and events which may negatively impact our community. The Council serves as an advocate for the northern Granada Hills community within City government. 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 or political affiliation.

**4.2 *Communicating with Stakeholders:*** The GHNNC shall communicate with all its community Stakeholders on a regular basis in a manner ensuring information is disseminated in a timely manner.

## **Article 5: Stakeholders**

Council membership is open to all Stakeholders. Per the Admin Code § 22.811(a)(2) and The Plan Article II § 1, “Stakeholders” shall be defined as those who live, work, or own property within the Neighborhood; and also those who declare a stake in the Neighborhood and affirm the factual basis for it.

For purposes of these Bylaws, Stakeholders who live or own property in the Neighborhood may hereafter be referred to as “Resident Stakeholders”, and Stakeholders who do not live or own property in the Neighborhood but who work in the Neighborhood or who have declared a stake in the Neighborhood and affirmed a factual basis for it may hereafter be referred to as “Non-Resident Stakeholders”.

Any Stakeholder can be appointed by the Board to represent the Council before City government agencies or other neighborhood councils or organizations.

## **Article 6: Composition of the Board of Directors**

**6.1 Number of Directors:** The Board shall consist of twenty-five (25) Representatives identified below.

**6.2 Directors Representing Geographic Districts:** The GHNNC area is divided into three geographic districts, as defined in Article 3 of these Bylaws. The number of seats on the Board representing Geographic Districts shall be allocated as follows: one (1) seat for District One, one (1) seat for District Two, and fourteen (14) seats for District Three. The number of Directors from the three Districts 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 seat for approximately every 2,000 Stakeholders; provided, however, that there will be no more than one seat per District for all Non-Resident Stakeholders in such District. No matter how small the population is in any given district, each district will have at least one 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 DONE to alter the District boundaries or reallocate the number of Directors from the Districts.

**6.3 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 community. Each will be expected to attend meetings regularly; bring to the Board the concerns of those they represent; and to 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 category, the candidates and voters must designate which group they wish to represent 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 fails to show adequate involvement either with his or her constituency or with the Board shall be subject to removal by the Board by a two-thirds (2/3) vote.

- a) ***Educational Representative:*** This Director is a Stakeholder who is actively involved in a school, an adult-school, a day-care center, a preschool, or any organization that lies within the Neighborhood and whose area of interest is primarily education.
- b) ***Environmental Representative:*** This Director is a Stakeholder who is an actively involved member of an environmental organization that meets regularly (at least four times annually) within the Neighborhood.
- c) ***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.
- d) ***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 times annually) within the Neighborhood.
- e) ***Parks Representative:*** This Director is a Stakeholder who is an actively involved member of any parks organization that meets regularly (at least four times annually) and deals with issues relating to parks within the Neighborhood, and brings issues relating to such parks to the Board.
- f) ***Resident Associations Representative:*** This Director is a Resident Stakeholder who is an actively involved member of a homeowner, condominium, townhouse, or renters association that holds regular meetings (at least four times annually) and whose property lies within the Neighborhood.
- g) ***Small Business and Workers Representative:*** This Director 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.
- h) ***Students Representative:*** This Director, a student between the ages of 16 and 25 (on the date of the 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.
- i) ***Youth Groups Representative:*** This Director is a Stakeholder who is an actively involved member of any organization, such as the Boy Scouts, the Girl Scouts, 4-H, a youth athletic organization, or any other youth group that meets or has activities regularly (at least four times annually) within the Neighborhood.

## **Article 7: Neighborhood Council Elections**

This Article explains the administration of Council elections by the City Clerk and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and being selected or elected to a Board seat. The provisions in this Article supersede any prior inconsistent provisions contained in these Bylaws.

**7.1 Administration of Elections:** Elections shall be conducted every two years in even numbered years and shall be administered by the City Clerk beginning on April – June 2010. The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the City Clerk shall take precedence over any inconsistent language in these Bylaws. The term for each currently elected Director shall be extended through and until a successor is elected or appointed at the April – June 2010 City Clerk-conducted election.

**7.2 Board Term:** Beginning with the City Clerk-conducted election held on April – June 2010, a Director's term shall be for the duration of two years or until a successor is elected or appointed.

**7.3 Board Composition:** Article 6 of these Bylaws describes the composition of the Board. All seats shall be elected; none shall be appointed.

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

**7.4 Voting:** All Stakeholders aged eighteen (18) and above on the date of the election shall be entitled to vote in the Council elections for candidates running for Geographic District seats and/or Special Interest seats. All Stakeholders ages fifteen (15) to twenty-five (25) who are students on the date of the election shall be entitled to vote in the Council elections for the Student Representative.

Each Stakeholder shall receive only one ballot corresponding with his or her Geographic or Special Interest designation on his or her Stakeholder Verification Form, which shall be substantially in the form attached hereto as Exhibit I. Stakeholders designated as voting for District Three Geographic Representatives may vote once each for up to fourteen (14) Representatives. If a voter's proof of Stakeholder qualification is insufficient, or if insufficient documentation is presented to verify such voter's designation, then such person may vote provisionally. For a provisional ballot to be converted to a regular ballot and be counted, the voter must supply the City Clerk with the appropriate documentation within three days.

**7.5 Filling Board 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/Recording Officer](#) within ninety (90) days of the date that the seat becomes vacant. After the lapse of such 90-day period,

the ~~Secretary~~Recording Officer shall forward the names of all applicants to the ~~President~~Chairperson. The ~~President~~Chairperson shall have discretion to appoint 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.

**7.6 Qualifications for Directors:** To run for a seat on the GHNNC, a Stakeholder must be eighteen (18) years of age or older by the date of the election, except for the candidate for Student Representative, who must be sixteen (16) years of age by the date of the election. Each candidate must present documentation including, but not limited to, a valid picture ID in the form of a California Drivers License, California ID, passport, school ID, or any other such ID; plus documentation showing proof that the individual is a qualified Stakeholder. All verifying documents will be returned immediately after being viewed. For the homeless, or others with special circumstances, this requirement may be waived at the discretion of the City Clerk.

**7.7 Campaign Spending Limits:** Each candidate for a Board position will be asked to sign a pledge committing to spend no more than seventy-five dollars (\$75.00) to promote his/her candidacy. Appeals may be made to the Ethics Committee in case of a dispute.

## **Article 8: Duties, Privileges and Compensation of the Board**

**8.1 Duties and Privileges of Directors:** Newly elected Directors will assume their duties at the first meeting of the Board following certification of the election. The Board may consider matters, make recommendations and adopt positions relating to the education, recreation, health, safety, esthetics, planning, zoning and all other issues that affect the GHNNC community. The Board may take a public position in support, or opposition, of a ballot measure or pending legislation. The Board may work with other citywide 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. Directors who hold a position in opposition to that taken by the Board may express their position as individuals.

**8.2 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.

## **Article 9: Officers of the Board and their Duties**

The following officers will be elected by the Board from those Directors who wish to serve in those positions. Nominations and elections for these positions will take place utilizing standard election procedures, including run-offs in the case of three or more candidates vying for a single position where one candidate does not receive 50% or more of the vote in the first round, during the first Board



meeting after the certification of the election. Officers will be elected each year to serve for one (1) year. An Officer may not hold the same office for more than four consecutive years. When a vacancy occurs between elections, it may be filled by appointment by the ~~President~~[Chairperson](#) and confirmation by a majority vote of the Board. If possible, the new Officer will come from the same category (Geographic or Special Interest) as the one held by the vacating Officer and will be a member of the existing Board. If a vacancy occurs in the office of the ~~President~~[Chairperson](#), the ~~Executive Vice~~~~President~~ [Chairperson](#) will assume that position.

**9.1 The ~~President~~[Chairperson](#):** Will preside at all meetings of the Board, call special meetings, prepare agendas ([any Director has a right to submit agenda items](#)), serve as an ex-officio member of all standing committees and, whenever possible, represent the Board's position at hearings and other meetings [and may appoint a nonvoting Parliamentarian](#).

**9.2 The ~~Executive Vice~~~~President~~ [Chairperson](#):** Will preside at meetings in the absence of the ~~President~~[Chairperson](#); will track all city planning and land-use issues in the GHNNC area and bring them to the attention of the Board, particularly the ~~President~~[Chairperson](#), the ~~Vice~~~~President~~[City Information Officer](#) and the ~~Secretary~~[Media Officer](#).

**9.3 The ~~Vice~~~~President~~[City Information Officer](#):** Will track all citywide issues on which the GHNNC Board may wish to gain information and/or comment. Will obtain City Council agendas and bring information to the Board, particularly the ~~President~~[Chairperson](#) and the ~~Secretary~~[Media Officer](#), and will work with other ~~n~~[Neighborhood](#) ~~e~~[Councils](#) on coalition building and areas of mutual support.

**9.4 The ~~Secretary~~[Media Officer](#):** Will maintain and update the web site and help the Chairperson [disseminate information to the media, as needed](#).

**~~9.79.5~~ [The Community Information and Outreach Officer](#):** Will be responsible for keeping the community informed; will make a good-faith effort to keep all of the stakeholders apprised of the issues coming before the GHNNC Board and coordinate with the ~~President~~[Chairperson](#), ~~Executive Vice~~~~President~~[Vice Chairperson](#), ~~Vice~~~~President~~[City Information Officer](#), and the [Media Officer](#) to assure that the required information is posted on our web site.

**[9.6 The Recording Officer](#):** Will keep the minutes of the meetings; maintain a mailing and e-mail list; [and](#) maintain the records of ~~all~~[the](#) GHNNC actions;

**[9.7 The Correspondence Officer](#):** Will conduct ~~and supervise~~ the necessary correspondence of the Council; and keep a file of all communications received or sent.

**~~9.59.8~~ [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~~[Chairperson](#) and Treasurer, track and coordinate GHNNC efforts to secure funding for projects and operations deemed appropriate by DONE.

**9.69.9 The Treasurer:** Will, per Article III § 2(d) of the Plan, maintain separate books of accounts in compliance with GAAP and shall submit monthly reports to the Council and quarterly audit reports to DONE. The Treasurer will receive and disburse all Council funds and work closely with the ~~President~~Chairperson and Financial Officer.

## **Article 10: Meetings of the Board**

All meetings will be conducted under the provisions of the Brown Act and all meetings will be open to the public and notice thereof posted on the Council's web site and in at least all of the public locations submitted with the Council's most recent application. 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 10.5 of these Bylaws, must be achieved to hold any such meeting of the Board.

**10.1 Regular Meetings:** The Board shall meet at least once every thirty-one (31) days, 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 seven (7) days before or after the date on which the meeting would have been scheduled normally. Such change shall be posted seventy-two (72) hours before that meeting. Agendas will be posted seventy-two (72) hours prior to all meetings of the Board.

**10.2 Special Meetings:** A Special Meeting, such as a meeting to amend the Bylaws per Article 15, may be convened by the ~~President~~Chairperson, ~~Executive Vice President~~Vice Chairperson, or ~~Vice President~~City Information Officer with written or verbal concurrence of at least two (2) other Directors. A Special Meeting may also be called at any time by 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 DONE. Notification of such Special Meeting must be posted at least ninety-six (96) hours prior to the meeting. Such notice shall include the names of the two (2) consenting Directors, if not called by Resident Stakeholders. No other business can be transacted except that for which the meeting was called.

**10.3 Emergency Meetings:** In the case of an emergency situation involving matters upon which prompt action is necessary to respond to an item or situation, an Emergency Meeting may be convened by the ~~President~~Chairperson, ~~Executive Vice President~~Vice Chairperson, or ~~Vice President~~City Information Officer with the written concurrence of at least five (5) other Directors. Per § 54956.5 of the Brown Act, such meeting may be held without complying with the usual notice and posting requirements. However, notification of such Emergency Meeting, including the names of the concurring Directors, must be posted on the Council's web site as soon as possible after such meeting has been scheduled; and each local newspaper of general circulation and radio or television station which has requested notice of Special Meetings shall be notified by the presiding officer of the Board, or designee thereof, one hour prior to the

Emergency Meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Board, or designee of the Board, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the Emergency Meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible. No other business can be transacted except that for which the meeting was called.

**10.4 Board and Committee Agenda:** Any Director has a right to submit agenda items for any Board meeting. The Board ~~President~~[Chairperson](#) 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 Chairperson for inclusion in his or her committee agenda.

**10.5 Quorum:** Thirteen (13) Directors shall constitute a quorum. No vote or other official action may be taken in the absence of a quorum.

**10.6 Attendance:** Commencing with the date of taking office, any Director who accrues three (3) consecutive absences from any Regular Meetings occurring on the regularly-scheduled day and time (a "Normal Meeting"), or a total of four (4) cumulative absences from Normal Meetings within any consecutive twelve-month period, shall be subject to removal by a majority vote of the Board. Notifying the Board of an absence prior to a Regular Meeting, while courteous and encouraged, does not prevent such absence from accruing. Leaving a Board meeting early does not constitute an absence unless such absence causes a loss of quorum. Notwithstanding the foregoing, if any Director accrues four (4) consecutive absences, or within any consecutive twelve-month period accrues five (5) cumulative absences, from Normal Meetings for any reason, such Director's seat shall be considered vacant.

## **Article 11: Board Decisions**

The Board will seek to achieve consensus. For an item to be approved, it must receive a majority vote of those Board Members present at a regularly constituted Board meeting or a correctly-noticed special meeting. All votes of the Board and committee members may be by a show of hands with the understanding that any person in attendance at the meeting may request a verbal, by roll call vote. The vote of each member is to be recorded. The Board cannot vote by secret ballot. No proxy voting will be allowed. No Board Member under the age of 18 will vote on issues or contracts on which he or she is prohibited from voting under applicable law. If there is a tie, the motion may be carried over to the next regular or specially convened meeting for resolution. For items of significant interest or contention the Board may, at its discretion, call a special properly-noticed meeting of all Stakeholders to allow them to discuss and cast an advisory vote on the issue(s). The vote may be taken by voice or show-of-hands at the discretion of the Board. Although the final decision rests with the Board, this advisory vote will be considered by the Directors in their deliberations and voting.

## Article 12: Reconsideration and Grievance Procedures

**12.1 Reconsideration Procedures:** ~~The Board is the only body authorized to make decisions for the Council. However, within ten (10)~~ Within ten days of a Council 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~~ their objection to the decision and include any documentation available to support the ~~Stakeholder’s~~ Stakeholders’ 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~~ Council shall agendaize the item for possible reconsideration at ~~its~~ their next meeting. ~~The~~ If a Director wishes to change his or her vote, the Board may will reconsider ~~or amend its actions through the following Motion for Reconsideration process:~~ the issue.

~~a) The Board's approval of a Motion for Reconsideration must occur within the following specific periods of time:~~

~~i) During the same meeting where the Board initially acted, or~~

~~ii) During the Board's next regularly scheduled meeting that followed the meeting where the action subject to reconsideration occurred.~~

~~These specific time frames do not prevent the Council from convening any special meetings within the specified time frames to address a Motion for Reconsideration.~~

~~b) Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining in the affirmative that an action should be reconsidered, the Board then has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within limitations that are stated in the Motion for Reconsideration.~~

~~e) The Motion for Reconsideration shall only be proposed by a Director of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the “Moving Director”). The Moving Director may make the Motion for Reconsideration by either:~~

~~i) An oral motion that is made during the same meeting where the action that is the subject of reconsideration occurred, or~~

~~ii) By properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.~~

~~d) If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, then the Motion for Reconsideration must be~~

~~placed on the agenda by the Moving Director 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 Director's memorandum must briefly state the reason(s) for requesting the reconsideration and provide the President and the Secretary with the language necessary to complete the information that must be stated in the agenda. The language that must be stated in the agenda is an adequate description of:~~

- ~~i) The Motion for Reconsideration and its description of the item that is to be reheard; and~~
- ~~ii) A proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.~~
- ~~e) When a Motion for Reconsideration is brought before the Board for reconsideration, then that motion may be seconded during the public hearing by any Board Member.~~
- ~~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.~~

## **12.2 ~~Formal Grievance Procedures:~~**

~~a) Those seeking redress of alleged violations concerning matters of procedure or law that concerns the entire Board, not an individual Director, must submit such concerns in writing to the Board substantially in the form attached hereto as Exhibit II. Such form must request and fill out the forms provided by the Council Recording Officer. These will state Stakeholder status, outline the reason the complaint is being lodged, ~~describe the grievant's proposed remedy, and include~~ and any documentation the petitioner wishes to provide. This material will be provided to all Board members and the item will be agendaized within 60 days. Grievances may be appealed to DONE.~~

- ~~i) 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 all meetings during the public comment period. This grievance process is intended to address matters involving procedural disputes (i.e., the Board's failure to comply with these Bylaws; or its failure to comply with the City's charter, the Plan, local ordinances, State law, and/or Federal law).~~
- ~~b) At the next regularly scheduled general meeting after receipt of the grievance, a list will be compiled of Stakeholders, excluding Directors, who wish to serve on a grievance panel. The list will remain open for Stakeholders to express their interest to serve for seven (7) days following the meeting.~~
- ~~e) At that time, the Secretary shall randomly draw three (3) names to serve on the 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 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.~~
- ~~e) 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.~~
- ~~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 Directors 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) In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to DONE for consideration or disputed in accordance with the Plan.~~

### **Article 13: Ethics**

The GHNNC shall be subject to any or all applicable sections of the Ethics Ordinance. All applicable laws of local, state, and federal government shall be the minimum ethical standard for the GHNNC, its Board, and its Stakeholders. No group shall attempt to dominate or control the GHNNC Board. In addition to abiding with all city, state and federal laws regarding the ethical conduct of the Council, 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~~[Recording Officer](#) 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, 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 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.

## Article 14: Committees

**14.1 Standing Committees:** Each Standing Committee may include any interested Stakeholder who wishes to volunteer. The GHNNC Board will encourage full and broad participation in these committees. The committees will meet regularly and report to the GHNNC Board, as necessary, or at the GHNNC Board's request. A minority report may also be presented. Standing Committees of the GHNNC will include the following:

- a) **Citywide Issues Committee:** This committee shall include the ~~Vice President~~City Information Officer, and 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.
- b) **Ethics Committee:** This committee shall give guidance on matters concerning disputes and/or improprieties.
- c) **Executive Committee:** This committee shall include the ~~President, Executive Vice President, Vice President, Secretary~~Chairperson, Vice Chairperson, Recording Officer, Financial Officer, and Treasurer. The ~~President~~Chairperson shall be the ~~C~~chairperson for this committee.
- d) **History Committee:** This committee shall record the history of the GHNNC.
- e) **Outreach and Publicity Committee:** This committee shall include the Community Information and Outreach Officer, who shall be the ~~C~~chairperson for this committee. This Committee shall be responsible for outreach to and communication with Stakeholders and the general community.
- f) **Parks and Beautification Committee:** This committee shall include the Parks Representative and the Environmental Representative.
- g) **Planning and Land Use Management Committee:** This committee shall study and make recommendations concerning land use issues.
- h) **Policy and Rules Committee:** This committee shall study Bylaws, Policies, and Guidelines; and recommend updates for these documents.
- i) **Public Safety Committee:** This committee shall study and make recommendations concerning safety issues.

**14.2 Ad Hoc Committees:** Ad Hoc committees may be formed by a majority decision of the Board to handle special issues and deal with items not addressed by any Standing Committee. Such 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 fewer than seven (7) such Board Members; have a defined purpose and time frame to accomplish such purpose; and be advisory and have no decision-making power. Should any person other than a Board Member be appointed to such Ad Hoc committee, then such committee must operate under the notice and posting requirements of the Brown Act.

## Article 15: Changes to These Bylaws

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.

At such time as the Policy & Rules Committee recommends that the Board schedule a Special Meeting for the purpose of having Stakeholders vote on whether to adopt the committee's proposal to amend these Bylaws, the ~~Secretary~~Recording Officer, ~~President~~Chairperson, or ~~Executive Vice-President~~Chairperson shall place such recommendation on the agenda of the next Council meeting for action by the Board.

These Bylaws shall only be amended by the vote of two-thirds (2/3) of Stakeholders present at a Special Meeting called for that purpose, meaning that two-thirds (2/3) of the Stakeholders' votes cast, exclusive of abstentions and recusals, must be in the affirmative.

Amendments approved by such Stakeholders shall be forwarded within two (2) weeks to DONE and shall not be valid, final, or effective until approved by DONE and BONC. DONE has the responsibility to respond to the GHNNC with a written opinion or its concurrence within the time limit outlined in the DONE guidelines.



# **POLICIES & GUIDELINES**

of the Granada Hills North Neighborhood Council

## **INTRODUCTION**

This document establishes working guidelines for the GHNNC meetings and other activities. It is never intended to replace or supersede any part of the Bylaws.

The rules, policies and codes mentioned in this section represent the values and procedures that we hope each member will make every effort to observe. They are representative of important goals, but they are not subject to the grievance procedure. Consistent infractions in one area that are impairing the function of the Council may be addressed by the Ethics Committee in a spirit of working together to seek compliance.

## **I. LAUSD REQUIREMENTS FOR USE OF THEIR PREMISES FOR PUBLIC MEETINGS**

- A.** All meetings of GHNNC held at any LAUSD facility will begin with the pledge of allegiance to the flag of the United States of America.
- B.** All meetings of GHNNC which are held at any LAUSD facility have a disclaimer read that LAUSD does not sponsor, approve nor disapprove of business conducted at such meetings, nor is it in any way connected with LAUSD.
- C.** If announcement is in printed form, statement must appear in equally large and prominent type.

## **II. RULES OF CONDUCT OF MEETINGS FOR GHNNC**

- 1.** All Board Meetings:
  - A.** All questions and discussion will be directed to and through the Chairperson.
  - B.** Board members should not engage in cross talk.
  - C.** All Board members are expected to conduct themselves in a civil manner as outlined in the Code of Civility as adopted by GHNNC.
  - D.** Any board member leaving the meeting will inform the Recording Officer of the departure and the Recording Officer will duly note the absence.

- E.** Private discussion between Board members during the meeting shall be conducted outside the meeting room.
- F.** All meetings will be conducted using the Robert's rules of Order as contained in any edition as approved by DONE.
- G.** The Board Chairperson should recognize each speaker and a microphone should be provided if necessary.
- H.** No vote will be taken on any resolution including any amendments until the Recording Officer or Presiding Officer has prepared and stated the final motion before the Board.
- I.** Board members will inform the Board Chairperson of their inability to attend or be on time at a regular or special meeting.
- J.** All public commentary by GHNNC Board, Committee members and appointed Neighborhood Partners shall be limited to the exact position that has been approved by the GHNNC Board. All Board, Committee members and Neighborhood Partners shall, in public forums, state that their public commentaries are as individuals and are not to be taken as GHNNC positions or policies.

**2.** All Committee Meetings:

- A.** All members are expected to conduct themselves in a civil manner as outlined in the Code of Civility adopted by the GHNNC.
- B.** All meetings will be conducted using the Robert's Rules of Order as contained in any edition as approved by DONE.
- C.** The Committee Chairperson ("CC") or Committee Vice Chairperson ("CVC") will be responsible for arranging for guest speakers if so requested by the Board Chairperson.
- D.** In order to assure a quorum, when Committee members are made aware of the date of a Committee meeting (either direct communication or under the future events paragraph of a GHNNC agenda), they shall contact as soon as possible the CC/CVC to advise if they are, or are not available to attend such meeting.
- E.** All Committees shall have the Minutes of all duly noticed meetings approved by the originally constituted Committee members and submitted, to the Board Chairperson and Recording Officer in binder form for permanent record keeping purposes of GHNNC on or before April 30 of each year.

### **III. COMMITTEE ACTIVITIES**

- A.** Standing Committee meetings shall be held on a regularly scheduled basis at times that meet the needs of the Committee [or as directed by the Board].
- B.** The Committee Chairperson {"CC"} will prepare the agenda in the appropriate format for the Committee after consulting with Committee members.
- C.** The CC will post the agenda by the required deadline and provide same to the Board Chairperson and CC of the Communications Committee in a timely fashion for appropriate distribution to stakeholders.
- D.** Committee reports shall be prepared for the Board meeting as needed and should include any written motions for actions with rationale approved by the Committee.

### **IV. EDUCATION FOR THE BOARD MEMBERS/STAKEHOLDERS:**

- A.** All Board Members and Stakeholders will be encouraged to attend at least one educational forum in regard to the Brown Act.
- B.** The Board Chairperson will attempt to establish a teaching forum every two years for the Board to familiarize themselves with Parliamentary Procedures.
- C.** The Board shall allocate funds to purchase one of the abridged versions of Robert's Rules of Order for each member of the Board upon request.

### **V. REQUESTS TO THE BOARD**

- A.** The Board Chairperson should refer any person to the appropriate Committee whenever possible.

### **VI. CAMPAIGNING FOR THE ELECTIONS FOR THE OFFICERS OF THE BOARD:**

- A.** Campaigning for any position as an Officer of the Board should be done in compliance with the Brown Act.

# ~~POLICIES & GUIDELINES~~

## STANDING RULES

of the Granada Hills North Neighborhood Council

### INTRODUCTION

This document establishes working guidelines for ~~the~~ GHNNC meetings and other activities. It ~~is never intended to~~ does not replace ~~or~~ nor supersede any part of the Bylaws.

The rules, policies, and ~~codes~~ guidelines mentioned in this section represent the values and procedures that ~~we hope~~ the Board expects each member ~~will make every effort to observe. They~~ to uphold. Such policies and guidelines are representative of important goals, but they are not subject to the GHNNC grievance procedure procedures at outlined in Article 12 of the Bylaws. Consistent infractions in one area that ~~are impairing~~ impair the function of the Council may be addressed by the Ethics Committee in a spirit of working together to seek compliance.

All defined terms used herein are the same as found in the Bylaws.

### I. LAUSD REQUIREMENTS FOR USE OF THEIR PREMISES FOR PUBLIC MEETINGS

- A. All meetings of the GHNNC held at any LAUSD facility ~~will~~ shall begin with the pledge of alliance to the flag of the United States of America.
- B. All meetings of the GHNNC which are held at any LAUSD facility shall have a disclaimer read aloud that “the LAUSD does not sponsor, approve, nor disapprove of business conducted at ~~such~~ these meetings, nor is ~~it~~ the GHNNC in any way ~~connected~~ affiliated with the LAUSD.”
- C. If the preceding announcement is distributed in printed form, such statement must appear in an equally large and prominent ~~type~~ typeface as the main body of said document.

### II. RULES OF CONDUCT ~~OF MEETINGS~~ FOR GHNNC MEETINGS

- A. ~~1.~~ All Board Meetings:
  1. ~~A.~~ All questions and discussion will be directed to and through the Chairperson.
  2. ~~B.~~ Board ~~m~~ Members should not engage in cross talk.

- ~~3. C.~~ All Board ~~m~~Members are expected to conduct themselves in a civil manner as outlined in the Code of Civility as adopted by the GHNNC.
  - ~~4. D.~~ Any ~~b~~Board ~~m~~Member leaving the meeting ~~will~~shall inform the Recording Officer ~~of~~ the~~immediately prior to such~~ departure, and the Recording Officer will duly note the absence.
  - ~~5. E.~~ Private discussions ~~between~~ Board ~~m~~Members during ~~the~~any meeting shall be conducted outside of the meeting room.
  - ~~6. F.~~ All meetings ~~will~~shall be conducted using the *Robert's* ~~r~~Rules of Order as contained in any edition as approved by DONE.
  - ~~7. G.~~ The ~~Board~~ Chairperson should recognize each speaker and ~~a microphone should be provided,~~ if necessary, provide a microphone.
  - ~~8. H.~~ No vote ~~will~~shall be taken on any resolution, including any amendments, until the Recording Officer or ~~P~~Presiding ~~O~~Officer has prepared and stated the final motion before the Board.
  - ~~9. I.~~ ~~A~~ Board ~~m~~Members ~~will~~ shall inform the ~~Board~~ Chairperson ~~of their inability if he or she will be unable~~ to attend or be on time at a ~~r~~Regular or ~~s~~Special ~~m~~Meeting.
  - ~~10. J.~~ All public commentary by ~~GHNNC Board, Committee~~ Members and committee members ~~and appointed Neighborhood Partners~~ shall be limited to the ~~exact position~~specific subject matter that has been approved by the ~~GHNNC Board~~. All Board, ~~Committee~~ Members and committee members ~~and Neighborhood Partners~~ shall, in public forums, state that their public commentaries are made as independent individuals and are not to be taken as GHNNC positions or policies.
- B. 2. All Committee Meetings:
- ~~1. A.~~ All committee members are expected to conduct themselves in a civil manner as outlined in the Code of Civility adopted by the GHNNC.
  - ~~2. B.~~ All committee meetings ~~will~~shall be conducted using the *Robert's Rules of Order* as contained in any edition as approved by DONE.
  - ~~3. C.~~ The ~~Committee Chairperson ("CC") or Committee Vice Chairperson ("CVC")~~ will committee chairperson or designee thereof ("CC") shall be responsible for ~~arranging for~~scheduling relevant guest speakers at Board meetings if so requested ~~be~~by the ~~Board~~ Chairperson.

4. ~~D.~~ In order to assure a quorum, when ~~C~~committee members are made aware of the date of a ~~C~~committee meeting, (either via direct communication or under the “future events” paragraph of a GHNNC agenda), ~~they~~such members shall contact the CC as soon as possible ~~the CC/CVC~~ to advise if whether they are, ~~or are not~~ available to attend such meeting.
5. ~~E.~~ All ~~Committees~~ shall have the Minutes of all duly noticed meetings approved by the originally constituted Committee members and submitted, to the Board Chairperson and Recording Officer in binder form for For permanent record keeping purposes of ~~GHNNC~~the GHNNC, the CC shall submit to the Chairperson, in binder form on or before April 30 of each year, the approved minutes of all duly noticed committee meetings from the previous calendar year.

### III. COMMITTEE ACTIVITIES

- A. ~~Standing Committee meetings~~Meetings for standing committees shall be held on a regularly scheduled ~~basis at~~day and times that meets the needs of the ~~Committee~~ ~~[or as~~committee, unless directed otherwise by the Board].
- B. The ~~Committee Chairperson (“CC”)~~ willCC shall prepare ~~the agenda~~such meeting agendas in the appropriate format for the ~~C~~committee after consulting with ~~C~~committee members.
- C. The CC ~~will~~shall post ~~the~~meeting agendas by the required deadline and provide ~~same~~said agenda to the ~~Board~~ Chairperson and CC of the Communications Committee in a timely fashion for ~~appropriate~~timely distribution to stakeholders.
- D. Committee reports shall be prepared for ~~the Board~~ ~~meeting as needed~~meetings as required and requested, and should include any written motions for actions with rationale approved by the ~~C~~committee.

### IV. EDUCATION FOR ~~THE~~ BOARD MEMBERS ~~/~~ AND STAKEHOLDERS ~~+~~

- A. All Board Members and Stakeholders ~~will~~shall be encouraged to attend at least one educational forum ~~in regard to~~ at which the subject matter primarily concerns the Brown Act.
- B. ~~The Board~~Every two years, the Chairperson ~~will attempt to~~shall establish ~~a teaching~~an educational forum ~~every two years for~~ at which the Board ~~to~~will familiarize ~~themselves with~~ Parliamentary Procedures itself with standard parliamentary procedures.

- C. The Board shall allocate funds to purchase ~~one of the abridged versions~~ a copy of *Robert's Rules of Order* for ~~each member of the~~ any and all Board Members upon request.

#### V. REQUESTS TO THE BOARD

- A. ~~The Board Chairperson should refer any person to the appropriate Committee whenever possible~~ Whenever possible, the Chairperson shall refer persons who have questions, concerns, or suggestions about any item to the committee whose jurisdiction most adequately includes such items.

#### VI. CAMPAIGNING FOR ~~THE ELECTIONS FOR THE OFFICERS~~ AN ELECTION OF ~~THE BOARD~~ OFFICERS

- A. ~~Campaigning for any position as an Officer~~ All campaigning done in conjunction with an election that is to be held for selecting officers of the Board ~~shou~~ all be done in compliance with the Brown Act.

# STANDING RULES

of the Granada Hills North Neighborhood Council

## INTRODUCTION

This document establishes working guidelines for GHNNC meetings and other activities. It does not replace nor supersede any part of the Bylaws.

The rules, policies, and guidelines mentioned in this section represent the values and procedures that the Board expects each member to uphold. Such policies and guidelines are representative of important goals, but they are not subject to the GHNNC grievance procedures as outlined in Article 12 of the Bylaws. Consistent infractions in one area that impair the function of the Council may be addressed by the Ethics Committee in a spirit of working together to seek compliance.

All defined terms used herein are the same as found in the Bylaws.

## I. LAUSD REQUIREMENTS FOR USE OF THEIR PREMISES FOR PUBLIC MEETINGS

- A. All meetings of the GHNNC held at any LAUSD facility shall begin with the Pledge of Allegiance to the flag of the United States of America.
- B. All meetings of the GHNNC which are held at any LAUSD facility shall have a disclaimer read aloud that “the LAUSD does not sponsor, approve, nor disapprove of business conducted at these meetings, nor is the GHNNC in any way affiliated with the LAUSD.”
- C. If the preceding announcement is distributed in printed form, such statement must appear in an equally large and prominent typeface as the main body of said document.

## II. RULES OF CONDUCT FOR GHNNC MEETINGS

- A. All Board Meetings
  - 1. All questions and discussion will be directed to and through the Chairperson.
  - 2. Board Members should not engage in cross-talk.
  - 3. All Board Members are expected to conduct themselves in a civil manner as outlined in the Code of Civility as adopted by the GHNNC.



4. Any Board Member leaving the meeting shall inform the Recording Officer immediately prior to such departure, and the Recording Officer will duly note the absence.
5. Private discussions between Board Members during any meeting shall be conducted outside of the meeting room.
6. All meetings shall be conducted using the *Robert's Rules of Order* as contained in any edition as approved by DONE.
7. The Chairperson should recognize each speaker and, if necessary, provide a microphone.
8. No vote shall be taken on any resolution, including any amendments, until the Recording Officer or presiding officer has prepared and stated the final motion before the Board.
9. A Board Member shall inform the Chairperson if he or she will be unable to attend or be on time at a Regular or Special Meeting.
10. All public commentary by Board Members and committee members shall be limited to the specific subject matter that has been approved by the Board. All Board Members and committee members shall, in public forums, state that their public comments are made as independent individuals and are not to be taken as GHNNC positions or policies.

**B. All Committee Meetings**

1. All committee members are expected to conduct themselves in a civil manner as outlined in the Code of Civility adopted by the GHNNC.
2. All committee meetings shall be conducted using the *Robert's Rules of Order* as contained in any edition as approved by DONE.
3. The committee chairperson or designee thereof ("CC") shall be responsible for scheduling relevant guest speakers at Board meetings if so requested by the Chairperson.
4. In order to assure a quorum, when committee members are made aware of the date of a committee meeting, either via direct communication or under the "future events" paragraph of a GHNNC agenda, such members shall contact the CC as soon as possible to advise whether they are available to attend such meeting.
5. For permanent record keeping purposes of the GHNNC, the CC shall submit to the Chairperson, in binder form on or before April 30 of each year, the approved minutes of all duly noticed committee meetings from the previous calendar year.

### **III. COMMITTEE ACTIVITIES**

- A.** Meetings for standing committees shall be held on a regularly scheduled day and time that meets the needs of the committee, unless directed otherwise by the Board.
- B.** The CC shall prepare such meeting agendas in the appropriate format for the committee after consulting with committee members.
- C.** The CC shall post meeting agendas by the required deadline and provide said agenda to the Chairperson and CC of the Communications Committee in a timely fashion for timely distribution to stakeholders.
- D.** Committee reports shall be prepared for Board meetings as required and requested, and should include any written motions for actions with rationale approved by the committee.

### **IV. EDUCATION FOR BOARD MEMBERS AND STAKEHOLDERS**

- A.** All Board Members and Stakeholders shall be encouraged to attend at least one educational forum at which the subject matter primarily concerns the Brown Act.
- B.** Every two years, the Chairperson shall establish an educational forum at which the Board will familiarize itself with standard parliamentary procedures.
- C.** The Board shall allocate funds to purchase a copy of *Robert's Rules of Order* for any and all Board Members upon request.

### **V. REQUESTS TO THE BOARD**

- A.** Whenever possible, the Chairperson shall refer persons who have questions, concerns, or suggestions about any item to the committee whose jurisdiction most adequately includes such items.

### **VI. CAMPAIGNING FOR AN ELECTION OF BOARD OFFICERS**

- A.** All campaigning done in conjunction with an election that is to be held for selecting officers of the Board shall be done in compliance with the Brown Act.

# CODE OF CIVILITY

of the Granada Hills North Neighborhood Council

Collectively and individually, the members of the Board of Directors of the Granada Hills North Neighborhood Council agree to abide by a Code of Civility to ensure that our Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The Granada Hills North Neighborhood Council welcomes the diverse views and opinions of our other Board Members and Stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

By adoption of this motion, and by affixing our signatures to this document, we collectively and individually agree to abide by our Code of Civility to the best of our abilities.

1. I will conduct myself in a professional and civil manner at all times as a representative of the Granada Hills North Neighborhood Council.
2. I will treat each member of the Board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.
3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.
4. Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.
5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.
6. I will not use language that is abusive, threatening, obscene, or slanderous; including profanities, insults, or other disparaging remarks or gestures.
7. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.
8. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the Bylaws.

9. I will commit to learn the applicable laws that govern neighborhood councils, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter; and will not knowingly violate any of the foregoing.
10. I will abide by the Neighborhood Council's meeting procedures and rules in order to create a safe and effective environment for conducting business.
11. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Board Members in demanding that such members of the public conduct themselves in a respectful and orderly manner, even if I agree with the point of view that is being expressed.
12. I will seek to present information truthfully; and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
13. I pledge to truly listen and hear other points of view.
14. I will practice the art of being able to disagree without being disagreeable.
15. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.
16. I will commit to good-faith efforts to resolve any grievances that come before the Board as specified in the Bylaws.
17. I owe it to my fellow Board Members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will "do my homework."