

Van Nuys
Neighborhood
Council
Bylaws
July 2012



Van Nuys Neighborhood Council Bylaws July 2012



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Article I NAME

This organization shall be known as the ***VAN NUYS NEIGHBORHOOD COUNCIL*** (VNNC) and shall serve the community of Van Nuys in the city of Los Angeles.

Article II PURPOSE

A. The PURPOSE of the VNNC is to serve as an advisory body on issues of concern to our neighborhood council and in the governance of the City of Los Angeles.

B. The MISSION of the VNNC is to represent all community stakeholders. Its goals are to plan, implement and continue community projects so as to foster the ongoing revitalization of the area, and to improve the quality of life for those who live and work in Van Nuys. In addition, the council is:

1. To function as a forum for the discussion and review of community issues and projects;
2. To serve as an advisory body and advocate to our elected representatives;
3. To monitor and facilitate public services and infrastructure investments;
4. To educate and establish communication in the community and to externally promote Van Nuys;
5. To develop solutions to community issues and to shape the future vision of Van Nuys;
6. To seek grants and other funds for community projects.

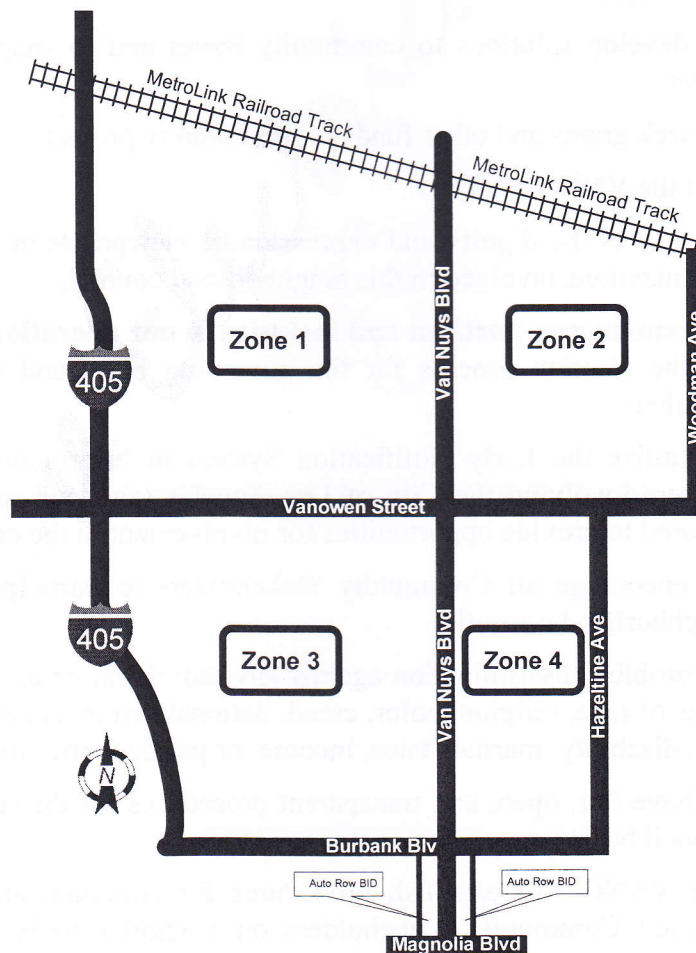
C. The POLICY of the VNNC shall be:

1. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this neighborhood council,
2. **To remain non-partisan and inclusive in our operations** including, but not limited to, the election process for the governing body and the selection of committee members.
3. To utilize the Early Notification System to inform our neighborhood council of matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process.
4. To encourage all Community Stakeholders to participate in all activities of this neighborhood council.
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.
6. To have fair, open, and transparent procedures for the conduct of our neighborhood council business.
7. The VNNC will establish procedures for communicating with all Neighborhood Council Community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

Article III BOUNDARIES

Section 1: Boundary Description - The boundaries of the VNNC are set forth on the Map of the Van Nuys Neighborhood Council Boundaries, attached as Attachment A.

- a) The southern boundary is Burbank Boulevard from the San Diego freeway (Interstate 405) to Hazeltine Avenue except that when it reaches Van Nuys Boulevard it continues south to include the Van Nuys Boulevard commercial corridor to Magnolia Blvd. as defined by the commercial property lines on both the east and west sides of Van Nuys Blvd.
- b) The northern boundary is the railroad tracks just north of Saticoy Street from the 405 freeway to Woodman Blvd.
- c) The western boundary is the 405 freeway from the railroad tracks just north of Saticoy Street to Burbank Blvd. on the south.
- d) The eastern boundary stretches south along Woodman Avenue from the railroad tracks at Saticoy Street on the north to Vanowen Street on the south. The eastern boundary then moves west to Hazeltine Avenue where it continues from the north at Vanowen Avenue south along Hazeltine Avenue to Burbank Blvd.



Section 2: Internal Boundaries

Section not used

Article IV STAKEHOLDER

VNNC General Membership is open to all stakeholders in the community. A Community Stakeholder is defined as any individual who lives, works or owns property within the boundaries of the VNNC and also those who declare a stake in the neighborhood and affirm the factual basis for it.

Article V GOVERNING BOARD

Section 1: Composition - The Board of Directors (Board) shall consist of no more than twenty-one (21) voting members (Directors), and such non-voting, ex-officio members as the board determines to be necessary. No single stakeholder group shall comprise a majority of the Board unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (Department).

The Board shall consist of the following stakeholders:

- a) One (1) resident representative from Zone 1, bounded from the railroad tracks north of Saticoy Street, Van Nuys Boulevard, Vanowen Street and the 405 freeway.
- b) One (1) resident representative from Zone 2, bounded from the railroad tracks north of Saticoy Street, Vanowen Street, Van Nuys Boulevard and Woodman Avenue.
- c) One (1) resident representative from Zone 3, bounded by Vanowen Street, the 405 freeway, Burbank Boulevard and Van Nuys Blvd.
- d) One (1) resident representative from Zone 4, bounded by Van Nuys Blvd., Burbank Boulevard, Vanowen Street, and Hazeltine Avenue.
- e) Two (2) at-large residents;
- f) Two (2) at-large residential renters;
- g) Two (2) at-large industrial business owners or employees;
- h) Four (4) at-large commercial business owners or employees;
- i) One (1) senior citizen representative fifty-five- (55) years or better;
- j) Two (2) representatives of religious institutions within the boundaries of the VNNC;
- k) Two (2) representatives of non-profit community based organizations or service clubs;
- l) One (1) youth representative (sixteen- (16) years to twenty-two- (22) years of age) or an employee or acknowledged volunteer of a recognized youth organization (e.g. Boy Scouts, Girls Club, etc.). Candidates who are sixteen- (16) years to twenty-two- (22) years will have



priority over adults for the seat, i.e. the highest vote getter among the young people will be elected regardless of whether he or she was the highest overall vote getter in that contest;

- m) One (1) school representative **Stakeholder At-Large**
- n) The following ex-officio, non-voting members
 - i) City Council Office(s)
 - ii) Mayor's Office
 - iii) Los Angeles Police Department
 - iv) A representative from the Community Court Advisory Panel.
 - v) The Ex Officio members of the Board are advisory only.
- o) No elected government official or VNNC staff may serve on the Board.

Section 2: Quorum - A quorum for the transaction of business at any meeting of the Board shall consist of eleven- (11) Directors or a majority, 51%, of its' active board members in attendance of said meeting.

Section 3: Official Actions - The Board shall take Official Action by a majority vote of the total number of Board members present, including abstentions. A majority vote on any matter on the Board's agenda cannot be made unless there is a quorum. Abstentions count only to establish a quorum. There shall be no proxy voting.

Section 4: Terms and Term Limits - The terms of office for Directors shall be for four- (4) years. No Director shall serve on the Board for more than five- (5) consecutive full terms. If a Director has served five- (5) consecutive terms, the Director cannot serve on the Board again for at least two- (2) years.

Section 5: Duties and Powers

The powers of the Board shall be consistent with the operations of the Van Nuys Neighborhood Council, including, but not limited to, the filling of vacancies among its committees, management of fiscal affairs, the deliberation of issues and establishment of the organization's position through communication with the membership, the dissemination and implementation of such positions, and evaluations of personnel.

Section 6: Vacancies - In the event of a resignation, removal or incapacitation of a Director, the Board will elect by a majority vote, a replacement to serve for the remainder of the term. If there is no qualified stakeholder for the vacated position the Board may replace the Vacancy within the three- (3) general categories: resident, business, and service/non-profit/community; i.e. an at-large resident for a zone representative, but not a zone representative for an at-large resident; an at-large commercial business for an at-large industrial business. **If a Vacant seat is filled by an individual, then that individual will have to take part in the next scheduled election of the Board of Directors. The individual will have to then run as a qualified candidate for said seat to officially fill the Vacancy of that seat if no other individuals run for said seat on the Board of Directors.**

If the vacancy occurs within sixty- (60) days of a regularly scheduled election, the Board will take no action to fill the vacancy and the vacancy will be filled at the next regularly scheduled election.

Additional stakeholder representatives may be added by a two-thirds- (2/3) vote of the Board of Directors subject to Article XIII of these bylaws.

Section 7: Absences - Any Director who has three- (3) unexcused absences of regular scheduled monthly Board meetings in any six- (6) month period shall be notified in writing of their absence from the Board and may be removed via the Executive Board, effective on the next regular scheduled monthly Board meeting. There will be a verbal notification to the public at the close of the fourth missed regular scheduled monthly Board meeting. Any meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Director attendance.

Section 8: Censure - The Board can take action to publically reprimand a Director for actions conducted in the course of VNNC business by censuring the Director at a Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal

- a) A Director may be removed by the submission of a written petition which (1) identifies the Director to be removed, (2) describes in detail the reason for removal, and (3) includes the signature of two hundred- (200) Stakeholders. If appointed to the Board via the VNNC Board members, a majority vote from the VNNC Board shall remove the Director from the VNNC Board. The Secretary shall then have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board. A vote of No Confidence by two-thirds (2/3) of the Board shall be necessary to remove the identified Director forthwith. The Director that is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If an adequate number of Directors are not present to take the vote on removal, the matter shall be placed on the agenda for the next regular meeting, and every meeting thereafter, until such time as a vote is taken.
- b) Directors selected by a specific organization as defined in these bylaws shall be deemed ineligible for, and removed from membership on the Board upon written notice, having been received by an officer of the Board, that the person representing the selecting organization is no longer authorized to act for the organization. Such notice shall be on a form and in a manner prescribed by the organization and should clearly state that such action was taken by a vote of the selecting organization membership at a general meeting. This request for removal of a Director selected by a specific organization must be ratified by a majority vote of the Board of Directors. In addition, Directors selected by a specific organization may be removed by action of the VNCC through the process described in Article 5, Section 7. When removal occurs by action of VNCC, the selecting organization shall elect a replacement Director to fill the end of the term.
- c) Directors representing a resident community or zone shall become ineligible, and removed from membership on the Board, sixty- (60) days after moving their primary residence out of the VNNC district or the zone they were elected to represent.
- d) An Officer may be removed following the procedure as stated above.

Section 10: Resignation - Any Director may resign at any time by delivering a written resignation to the President or Secretary of the VNNC; the resignation shall be effective as of the date of receipt by such officer. Any Director who becomes ineligible shall resign immediately.

Any Officer may resign at any time by delivering a written resignation to the President or Secretary of the VNNC. The resignation shall be effective as of the date of receipt by such Officer and shall not constitute a resignation as a Director or a member of the VNNC.

Section 11: Community Outreach – Any VNNC Board members or an individual Board member representing an area/group of stakeholders shall communicate with those stakeholders. All meeting agendas and minutes from previous meetings will be posted on a website, www.VNNC.org

Article VI OFFICERS

Section 1: Officers of the Board - The VNNC has four- (4) Officers and will be majority of the Executive committee: President, Vice President, Secretary and Treasurer.

Section 2: Duties and Powers

- a) The President shall be the Chief Administrator and Executive Officer of the VNNC. The President shall preside over all meetings of the Executive Committee, the Board and the general membership.
- b) The Vice-President shall, in the absence of the President, function as the presiding officer and shall carry out the duties and responsibilities of the President.
- c) The Secretary shall be responsible for the minutes of all meetings of the Executive Committee, the Board and general membership; for all notices; and for the organization's policy manual, Bylaws and papers.
- d) The Treasurer shall be responsible for verification and review of all funds and accounts of receipts and disbursements belonging to the VNNC, monthly written reports to the Board, and a written financial report to be distributed at the Annual Meeting
- e) Parliamentarian shall be a person with special knowledge or ability who performs skillfully as an expert in parliamentary procedures, etc.

Section 3: Selection of Officers - The Van Nuys Neighborhood Council (VNNC)

Board of Directors shall elect Officers from among the Directors at the first regular meeting of the Board following the annual Election Day.

Section 4: Officer Terms - The Officers shall serve a term of two- (2) years. An Officer may hold the same office for a maximum of two- (2) consecutive full terms. However, no person shall remain on the Executive Committee for a more than five- (5) consecutive full terms.

Article VII COMMITTEES AND THEIR DUTIES

The Board may establish or dissolve standing and ad hoc committees as deemed necessary to facilitate and further the intent of the VNNC.

Section 1: Standing Committees

- a) Executive Committee - The Officers of the VNNC shall constitute the Executive Committee, which shall be responsible for the administration of the VNNC.

- b) Planning and Land Use Management (PLUM) committee - to deal with Planning and land use issues within the boundaries of the VNNC.
- c) Outreach Committee - To increase participation and awareness of issues and concerns of the community and the VNNC

Section 2: Ad Hoc –The Board may create Ad Hoc Committees as needed to deal with temporary issues. These committees are formed with the purpose of addressing a specific issue or issues, and should be disbanded once the task is finished. Ad Hoc meetings are not subject to and do not have to be conducted in accordance with the dictates of the Brown Act. Minutes do not have to be taken at Ad Hoc meeting.

Section 3: Committee Creation and Authorization - All committee work is to be reported to the Board and no actions can be taken on behalf of the VNNC without a vote by the Board.

- a. **Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action.
- b. **Committee Structure** – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two- (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of at least two- (2) or less Board members and may include any interested Stakeholders.
- c. **Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- d. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.
- e. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting agendas and minutes.
- f. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

Article VIII MEETINGS

Section 1: Meeting Time and Place - Meetings shall be held and conducted in accordance with the Ralph M. Brown Act.

The Board shall conduct a Board meeting no less than once per calendar quarter.

All meetings shall be held within the VNNC boundaries at a location, date and time set by the Board.

Special Meetings - A special meeting is any meeting of the Board which is not a regularly scheduled monthly meeting of the Board. Special meetings may be called at any time by the President or Vice President or by a quorum of the Board or by a petition signed by fifty (50) of the Stakeholders.

Section 2: Agenda Setting

The Executive Committee shall set the agenda for each VNNC meeting.

Any Stakeholder may make a proposal for action by submitting a written request to the Secretary or during the public comment period of a regular VNNC meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular VNNC meeting; the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Board is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under this subsection are subject to the rules regarding reconsideration.

Section 3: Notifications/Postings - Notification of all meetings shall include, at a minimum, posting on the Early Notification (ENS) System, **VNNC.org** website, and/or at locations as listed in the public roster as submitted with the certification, and/or in a local publication tailored to reach the largest number of identifiable Stakeholders in the VNNC.

Notice of time, place, and purpose of all meetings of the Board of Directors, except as otherwise herein provided, shall be emailed, mailed or delivered to each director at least three- (3) days prior to the time set for that meeting.

Section 4: Reconsideration - The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two- (2) days, shall:

- (1) Make a Motion for Reconsideration and, if approved,
- (2) Hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two- (2) items shall be placed on the agenda for that meeting:

- (1) A Motion for Reconsideration on the described matter and
- (2) A Proposed Action should the motion to reconsider be approved.

A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting.

Article IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

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

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

D. Each month or meeting, the Treasurer shall provide to the Board detailed reports of the VNNC's accounts.

E. At least once each quarter, the President and at least one- (1) other individual other than the Treasurer, who is designated by the Board, shall examine the VNNC's accounts and attest to their accuracy before submitting the documentation to the Department of Neighborhood Empowerment for further review.

F. The VNNC will not enter into any contracts or agreements except through the Department of Neighborhood Empowerment.

Article X ELECTIONS

Section 1: Administration of Election – The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections,

Section 2: Governing Board Structure and Voting - All Stakeholders of the VNNC are eligible to vote. Each Stakeholder shall be able to vote once in each Director category.

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

Section 3: Minimum Voting Age – All Community Stakeholders aged eighteen- (18) and above shall be entitled to vote in the VNNC Elections.

Section 4: Method of Verifying Stakeholder Status – Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation supporting that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats –

A candidate may declare their candidacy for more than one- (1) position on the Board during a single election cycle. If a candidate seeking multiple Board positions on the VNNC is declared the winning candidate for more than one of those positions, the candidate will be required to vacate all except one- (1) Board position within no more than three- (3) days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved, 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. Where the candidate does not vacate all except one- (1) Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.

Section 6: Other Election Related Language

- a) The Board of Directors shall establish an election or selection committee to determine the process and date of the annual Election Day.
- b) Any meetings held to facilitate the election process shall be held in compliance with the Brown Act.

Article XI GRIEVANCE PROCESS

Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an ad hoc grievance panel comprised of seven- (7) Stakeholders who are randomly selected by the VNNC Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall prepare a written report within two- (2) months to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Directors until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

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 grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department of Neighborhood Empowerment for consideration or dispute resolution in accordance with the Plan for a Citywide System of Neighborhood Councils.

Directors are not permitted to file a grievance against another Director or against the VNNC.

Article XII PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised shall decide all questions of normal order not otherwise provided for by the Bylaws.

Article XIII AMENDMENTS

These Bylaws may be amended by a majority vote of one hundred fifty- (150) community Stakeholders present at any meeting or by a two thirds (2/3) vote of the Board, and such vote may only be taken after proper public notification as described in the Bylaws. Thereafter, and within fourteen- (14) days after a vote recommending adjustment or amendment to the Bylaws, a Bylaw Amendment Application must be submitted and posted for thirty- (30) days prior such meeting of the Van Nuys Neighborhood Council (VNNC) Board of Directors.

Any Board meeting where modification of the Bylaws is to be considered must be noticed to the public, in a manner consistent with the Brown Act and at least thirty- (30) days prior to such meeting.

Any Bylaw changes recommended by the Board shall be posted and available for public review at least thirty- (30) days prior to the meeting showing such changes to Bylaws.

Article XIV COMPLIANCE

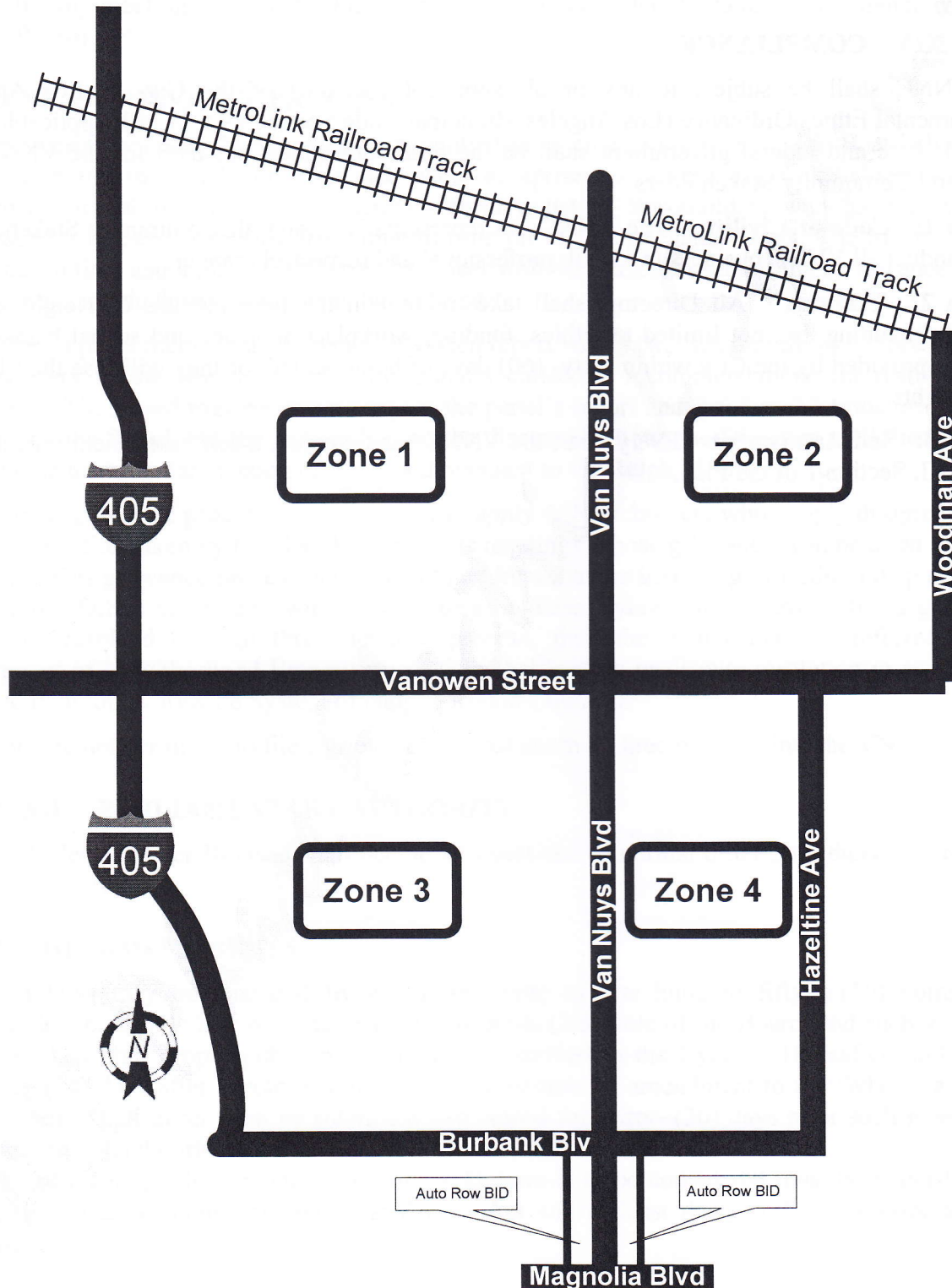
The VNNC shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1). All applicable laws of local, state and federal government shall be the minimum ethical standard for the VNNC, its Board and Community Stakeholders.

Section 1: Code of Civility – The VNNC, its representatives, and all Community Stakeholders shall conduct all VNNC business in a civil, professional and respectful manner.

Section 2: Training – All Directors shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within sixty- (60) days of being seated, or they will lose their Board voting rights.

Section 3: Self Assessment – Every year, the VNNC shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT "A"
Map of Van Nuys Neighborhood Council



ATTACHMENT “B”

Governing Board Structure and Voting

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President	Elected	Stakeholder	Community Stakeholder who is 18 years of age at the time of the election.
Community-Based Organization Representative	Elected	Stakeholder who is at least 18 years of age at the time of the election, who is a member of a community based organization or a faith-based group.	Stakeholder who is 18 years of age.
At-large Representative	Elected	Any Stakeholder who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
Homeowner Representative Area 1, 2, 3, and 4	Elected	Stakeholder who is 18 years of age or older who lives within Area 3 of the council boundaries, and owns and occupies their place of residence whether single- or multi-family.	Homeowner Stakeholder who is 18 years of age or older who lives within Area 3. Must live and own place of residence.
Sub-Area Representative At-large Stakeholder Seat	Elected	Stakeholder who may be a resident of the Sub-area or any other Stakeholder category group in the Sub-area.	Community Stakeholder who is 18 at the time of the election.
Community Director	Elected	Stakeholder older than 18 years who lives, works, or owns property or those who declare a stake in the neighborhood and affirm the factual basis for it.	Stakeholder who lives, works, or owns property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it.