

Van Nuys Neighborhood Council Bylaws

Draft – November 8, 2017

- Required Changes Per Department Review
- Highly Recommended Changes Per Department Review

Van Nuys Neighborhood Council Bylaws

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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 participate 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 VNNC is:
 - 1. To be a forum for the discussion and review of community issues and projects;
 - 2. To be 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; and
 - 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 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, homeowner/renter 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 following are the boundaries of the VNNC:

- 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 the Tujunga Wash.
- 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 the Tujunga wash from the railroad tracks at Saticoy Street on the north to Sherman Way on the south. The eastern boundary then moves west along Sherman Way to Woodman Avenue where it continues from the north at Sherman Way south along Woodman Avenue to Vanowen Street, then continues west along Vanowen Street to Hazeltine Avenue where it continues from the north at Vanowen Street south along Hazeltine Avenue to Burbank Blvd.

Section 2: Internal Boundaries

There are four (4) voting zones in the VNNC. The following are the boundaries:

- A. Zone 1 – Bounded by the railroad tracks north of Saticoy Street, Van Nuys Boulevard, Vanowen Street and the 405 freeway.
- B. Zone 2 – Bounded from the railroad tracks north of Saticoy Street, Tujunga Wash, Sherman Way, Woodman Avenue, Vanowen Street and Van Nuys Boulevard.
- C. Zone 3 – Bounded by Vanowen Street, the 405 freeway, Burbank Boulevard and Van Nuys Boulevard.
- D. Zone 4 – Bounded by Van Nuys Boulevard, Burbank Boulevard, Vanowen Street, and Hazeltine Avenue.

The boundaries of the VNNC are set forth in Attachment A - Map of Van Nuys Neighborhood Council.

Article IV STAKEHOLDERS

VNNC Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who

declare a stake in the neighborhood as a community interest Stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

Article V GOVERNING BOARD

Section 1: Composition

The Board of Directors (Board) shall consist of 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). No elected government official or VNNC staff may serve on the Board.

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, Tujunga Wash, Sherman Way, Woodman Avenue, Vanowen Street, and Van Nuys Boulevard.
- 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. One (1) 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 s/he was the highest overall vote getter in that contest.

M. One (1) school representative.

N. One (1) At-Large Representative.

~~O. The following ex-officio, non-voting members~~

~~1. City Council Office~~

~~2. Mayor's Office~~

~~3. Los Angeles Police Department~~

~~4. A representative from the Community Court Advisory Panel~~

~~5. The Ex Officio members of the Board are advisory only.~~

Section 2: Quorum

A quorum for the transaction of business at any meeting of the Board shall consist of eleven (11) Directors. ~~No floating quorums are allowed.~~

Section 3: Official Actions

~~A simple majority vote by the Directors present, not including abstentions, at a meeting which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.~~

~~The Board shall take Official Action by a majority vote of the total number of Directors present and voting, including abstentions, which act as a "yes" vote. A majority vote on any matter on the Board's agenda cannot be made unless there is 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) staggered 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.

~~All elected seats have a four (4) year term, with a staggered election cycle, electing half the Board during each election.~~

~~A. The terms of office shall be staggered in the following two (2) groups:~~

Group A: (2019**)

- ~~• Resident Representative Zone 2 & 4~~
- ~~• Resident Representative Zone 4~~
- ~~• At-Large Resident Representative Seat 2~~
- ~~• At-Large Resident Renter Representative Seat 2~~
- ~~• At-Large Industrial Business Owner or Employee Representative Seat 2~~
- ~~• At-Large Commercial Business Owner or Employee Representative Seat 2 & 4~~
- ~~• Non-Profit Community Based Organization or Service Club Representative Seat 2~~

- School Representative
- At-Large Representatives

Group B: (2021**)

- Resident Representative Zone 1 & 3
- At-Large Resident Representative Seat 1
- At-Large Representative Renter Seat 1
- At-Large Industrial Business Owner or Employee Representative Seat 1
- At-Large Commercial Business Owner or Employee Representative Seat 1 & 3
- Senior Representative
- Religious Institution Representative
- Non-Profit Community Based Organization or Service Club Representative Seat 1
- Youth Representative

Section 5: Duties and Powers

The primary duties of the Board shall be to govern the Council and to carry out its objectives.

No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Each Director is required to be an active participating member of at least one (1) official Board Committee.

~~The powers of the Board shall be those orders usually consistent with the operation of an organization, including, but not limited to, the filling of vacancies among its committees, management of fiscal affairs, the deliberation of issues and establishment of organization position through communication with the membership, the dissemination and implementation of such positions, evaluations of personnel.~~

Section 6: Vacancies

Vacancies on the Board shall be filled using the following procedures:

- A. The Board will publicly notify Stakeholders, as defined in Article IV, of Board vacancy. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board at least ten (10) days in advance of a scheduled Board meeting.
- B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. Seat(s) are filled by simple majority vote by the Directors present. In the event that more than two (2) candidates stand for a seat:
 - a. If no candidate wins a majority of votes cast in the first round, only the two (2) candidates with the most votes proceed to a second round of voting.

- b. A coin toss will be used to resolve a tie.
- D. The candidate who wins shall fill the remaining term of the Director seat.
- E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days prior to the date that a written application is presented to the Board.
- F. Any time a designated seat remains unfilled for sixty (60) days after the vacancy is announced at a Board meeting, it shall automatically become an at-large seat until the next general election at which point it shall revert back to the original designation as defined in these Bylaws.

~~In the event of a resignation, removal or incapacitation of a Director, the Board will elect by a majority vote of the Board, a replacement to serve for the remainder of the term. If there is no qualified stakeholder for the vacancy the Board may replace the Director 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 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 subject to Article XIII of these bylaws.~~

Section 7: Absences

Any Director who misses ~~three (3)~~ five (5) regular Board meetings in any ~~six (6)~~ twelve (12) month period may be subject to removal by majority vote of the Board.

~~Absences for all Directors shall be recorded in the VNNC's meeting minutes or other manner of Council record keeping. Upon missing the stated number of board meetings, the President shall notify the Director of his/her absences and place the removal of the Director on the agenda of the next General or Special Board meeting, scheduled and noticed as per the Brown Act, whereupon the Board shall determine the validity of the absences before taking action to remove the Director. shall be notified in writing of their removal from the Board, effective immediately. There will be a verbal notification to the public at the close of the third missed 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

~~Intentionally left blank~~ The Board can take action to publically reprimand a Director for actions conducted in the course of Board business by censuring the Director at a Board meeting. Censures shall be placed on the Board agenda for discussion and action. The Board shall consult with the Office of the City Attorney throughout the censure process.

Section 9: Removal

The Board shall consult with the Office of the City Attorney throughout any Board removal process.

A Director may be removed from the Board for good cause, including, but not limited to:

1. The Director is no longer qualified for the seat and/or as a Stakeholder.
2. The Director is unable to carry out his/her duties and responsibilities
3. Absences, as stated in Article V, Section 7 of Bylaws
4. Violation of Code of Conduct, Ethics, Bylaws and/or operating procedures
5. Disruptive conduct and/or interfering with Board business

A Director may be removed in the following ways:

- A. **Petition by Stakeholders** - A Director may be removed by the submission of a written petition which: i) identifies the Director to be removed ii) describes in detail the reason for removal; and iii) includes the valid signature of two hundred and fifty (250) Stakeholders.
 1. Upon receipt of a written petition for removal, the matter shall be placed on the agenda for a vote at the next regular Board meeting. ~~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.~~
 2. A vote of “No Confidence” by two-thirds (2/3) of the Directors **present at the Board meeting**, shall be necessary to remove the identified Director forthwith.
 3. 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. **Petition by Board** – A Director may be removed by submission of written petition which: i) identifies the Director to be removed ii) describes the reason for removal in detail, and iii) contains the signatures of at least five (5) Board members.
 1. The petition shall be delivered simultaneously to all Board members and the matter shall be placed on the agenda for a vote at the next regular Board meeting.
 2. A vote of “No Confidence” by two-thirds (2/3) of the Directors present at the Board meeting, shall be necessary to remove the identified Director forthwith.
 3. 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.
- C. Any Director who becomes ineligible for his/her seat shall resign immediately.
- D. ~~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 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.~~

- ~~E. 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 VNCC district or the zone they were elected to represent.~~
- ~~F. 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 and/or Secretary of the VNCC; the resignation shall be effective as of the date of receipt by such Officer. Any Director who becomes ineligible ~~for his/her seat~~ shall resign immediately.

Any Officer may resign at any time by delivering a written resignation to the President and/or Secretary and/or remaining Officer(s) of the VNCC. 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 VNCC.

Section 11: Community Outreach

~~The Board shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the VNCC, including its Board elections, to find future leaders of the Board, and to encourage all Stakeholders to seek leadership positions within the Council.~~

~~An individual representing a group of stakeholders shall communicate with those stakeholders. All meeting agendas and minutes from previous meetings will be posted on a web site. Each zone will have its own mail stop, as well as one mail stop for the businesses constituents and another for other stakeholder group, a roster of phone numbers of the representatives will be made available to members of the community.~~

- A. The Board shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Board meeting.
- B. The Board shall maintain a website to disseminate information to VNCC Stakeholders.
- C. Outreach should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

Article VI OFFICERS

Section 1: Officers of the Board

The VNNC has four (4) officers of the Board (“Officers”): President, Vice President, Secretary and Treasurer, which together, comprise the Executive Committee. A fifth Director may be included to join the Executive Committee by the Officers.

Section 2: Duties and Powers

A. The duties of the PRESIDENT are:

~~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.~~

- Act as the chief executive of the Board, presiding at and preparing for all Board meetings.
- Chair the Executive Committee, setting agendas and ensuring timely postings.
- Represent the interests of VNNC before the City Council and City departments, boards and commissions, or delegate such representation as warranted; serve as spokesperson for VNNC in the press and before the public or delegate such a function as warranted.
- Refers problems, complaints and suggestions to the proper VNNC Committee.
- Oversee the preparation and release of formal positions of the VNNC, subject to Board approval, and signs/co-signs letters and documents on behalf of the VNNC.

B. The duties of the VICE PRESIDENT are:

~~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.~~

- Assist the President as requested in carrying out the President’s responsibilities, and assume the duties of the President in the absence of the President.
- Oversee the operational and logistical needs of the VNNC.
- Perform all other duties assigned by the President and/or the Board.

C. The duties of the SECRETARY are:

~~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.~~

- Prepare minutes for all Board and Executive Committee meetings.
- Keep accurate records of all Board proceedings, correspondence, documents and Board meeting attendance.
- Coordinate the posting of agendas in accordance with the Ralph M. Brown Act, at all designated posting locations, or delegate the tasks.
- Preserve all records, reports and other official documents, except those specifically assigned to the custody of others.
- An Assistant Secretary is ex-Officio and is a non-voting member unless already a VNNC Director, and may be appointed or hired, subject to Board approval.

- D. The duties of the TREASURER are:
~~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 annually.~~
- Maintain VNNC's financial records and books of accounts
 - Prepare all financial reports for the VNNC and oversee the disbursement of VNNC funds.
 - Maintain VNNC inventory records.
 - The Treasurer is required to serve on the Budget and Finance Committee but not required to serve as Chair of the Budget and Finance Committee.

Section 3: Selection of Officers

The Board will elect its Officers annually by simple majority vote by the Directors present at the General Board meeting. The selection of Officers will take place in July of each year.

If there are more than two (2) candidates for an office and none receives a majority vote, a run-off vote by the Board shall be held immediately between the two (2) candidates receiving the highest number of votes.

In the event of an Officer vacancy, the remaining portion of the term shall be filled by simple majority vote of the Directors present.

Officers serve at the pleasure of the Board and may be removed by 2/3 vote of Directors present at Board meeting.

~~The Board shall elect Officers from among the at the first regular meeting of the Board following the election of the Directors.~~

Section 4: Officer Terms

The Officers shall serve a term of one (1) year. There are no term limits. ~~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

Section 1: Standing

Standing Committees address topics of continuing interest of the Board. They define goals, issues, and concerns for the board, investigate possible activities to help further those goals, select appropriate actions and propose those actions to the Board for approval and funding, and implement any official action the Board approves.

All Standing Committees shall be Chaired by a VNNC Director.

It is the responsibility of each Standing Committee to:

1. Monitor the proposed actions of the City Council or committees, and the proposed actions, programs, projects and performances of the City departments, boards and commissions for which each Standing Committee has subject matter jurisdiction;
2. Invite City officials and others to Committee meetings and hear presentations on topics germane to the subject matter jurisdiction of the Committee
3. Consider recommending to the Board on a regular basis positions on proposed actions of the City Council and proposed actions, programs, projects and performance of City departments
4. Unless otherwise stated in these Standing Rules, all Standing Committees shall meet at least once every quarter, with no less than four (4) meetings per year.

The Van Nuys Neighborhood Council shall consist of the following Standing Committees:

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

Budget and Finance Committee – Reviews financial reports, create annual budgets. Receives, review and submit stakeholder grant applications to the Board for consideration.

Outreach Committee – Works to promote and inform the community about the activities of VNNC and encourage stakeholder participation. Develops and vets community outreach events, projects and initiatives to participate in and support.

Planning and Land Use Management Committee – Oversees planning, zoning and land-use, and transportations issues affecting the VNNC including proposals for new developments, zoning and planning, land entitlements, conditional use permits, special uses, alcohol license, design and policy.

Additional Standing Committees shall be listed in the Standing Rules.

Suggestions for additional Committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 2: Ad Hoc

The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad Hoc Committees are advisory only, and must have a defined purpose and time frame to accomplish that purpose.

Section 3: Committee Creation and Authorization

- A. **Committee Authority** – All Committee recommendations shall be brought back to the full Board for discussion and action. Committees shall not represent an official Board position without prior Board approval.
- B. **Committee Structure** – With the exception of Executive Committee, all Standing Committees shall be comprised of at least three (3) Directors but no more than five (5) Directors and may include any interested Stakeholders. Each Director is required to be an active participating member of at least one (1) Standing Committee.

- C. **Committee Appointment** – The Board will select its Committee Chairs annually by simple majority vote by the Directors present at the General Board meeting. The selection of Committee Chairs will take place in July of each year.

If there are more than two (2) candidates and none receives a majority vote, a run-off vote by the Board shall be held immediately between the two (2) candidates receiving the highest number of votes.

In the event of a vacancy, a new Chair will be selected by the Board by simple majority vote of the Directors present at a Board meeting. Upon termination of Committee Chair(s), all official records of the Committee will be surrendered to the Executive Committee within 30 days.

Committee members shall be appointed by the Committee Chair, subject to confirmation by the Committee itself. Stakeholders may become voting members of a Standing Committee, except for Executive Committee.

All committee members must complete ethics and funding training prior to voting.

- D. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. The Chair shall (or designate a Committee member) to keep a written record of Committee meetings and provide regular reports on Committee matters of the Board. Minute shall be taken at every Standing Committee meeting and forwarded to a Director in a timely manner.
- E. **Changes to Committees** – The Board may establish, disband or make changes as needed to any Committee by a simple majority vote of Directors present. Any such action by the Board shall be noted in the Council meeting minutes.
- F. **Removal of Committee Chairs** – Committee Chairs serve at the pleasure of the Board and may be removed by a 2/3 majority of Directors present.

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.

Article VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place – All Board meetings shall be held within the Council boundaries and set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** – The Board shall conduct a Board meeting no less than once per calendar quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.
- B. **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~~ majority (11) 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.

Section 3: Notifications/Postings

Meeting notices shall be posted in compliance with the Ralph M. Brown Act and with the Neighborhood Council Posting Policy. An updated listing of VNNC's physical posting location(s) shall be kept on file with the Board and the Department.

~~Notification of all meetings shall include, at a minimum, posting on the Early Notification (ENS) System, vnnc.org website, and at locations as listed in the public roster as submitted with the certification application and 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 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.~~

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. 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 that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration without any limitations that are stated in the Motion of Reconsideration
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting or at a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a Member of the Board who previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Article IX FINANCES

- A. ~~The VNNC shall keep a book of accounts according to generally accepted accounting principles.~~ 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 funding 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. The VNNC shall submit all of its accounting books to the when requested. Refusal to submit accounting books in a timely manner shall subject the VNNC to decertification by the Board of Neighborhood Commission.
- D. The VNNC shall discuss its finances at regular business meetings.

- E. The VNNC will comply with the Public Records Act. Accordingly, Stakeholders may obtain a copy of the VNNC books and records.
- F. The VNNC will not enter into any contracts or agreements except through the Department.

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 sixteen (16) years old and above at the time of the election shall be entitled to vote in the VNNC elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

Section 6: Other Election Related Language

The Board ~~shall~~ may establish an election committee to determine the process and date of the election. 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 Department within thirty (30) days from the time the complainant became aware of the alleged violation, and shall contain an allegation of the facts on which the grievance is based.

Grievances are first reviewed by the Department to ensure they are valid grievances and filed within the timeline. They are then sent to the Neighborhood Council for resolution

Within fifteen (15) days of receipt of the grievance, the VNNC shall notify the person/person(s) making the grievance in writing of the date and time of the VNNC Board meeting at which the grievance shall be brought forward for discussion

The Board shall appoint an ad-hoc committee of no less than three (3) Directors to investigate the grievance and prepare a recommendation for the Board.

The recommendation from the ad-hoc committee shall be placed on the agenda of the next Board meeting for discussion and action. The person/person(s) filling the grievance shall be notified in writing of the date and time of this Board meeting.

~~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. Except as permitted under the City's grievance policy, Directors are not permitted to file a grievance against another Director or against the VNNC. Those grievances can be aired at Board meetings. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances. 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 consideration or dispute resolution in accordance with the Plan for a Citywide System of Neighborhood Councils.

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 two-thirds (2/3) vote of the Board, and such vote may only be taken after proper public notification as described in the Bylaws. Any Bylaw changes

recommended by the Board shall be posted and available for public review at least thirty (30) days prior to the meeting. 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.

Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, a Bylaw Amendment Application shall be submitted to the Department. Amendments are not effective until approved by the Department.

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.

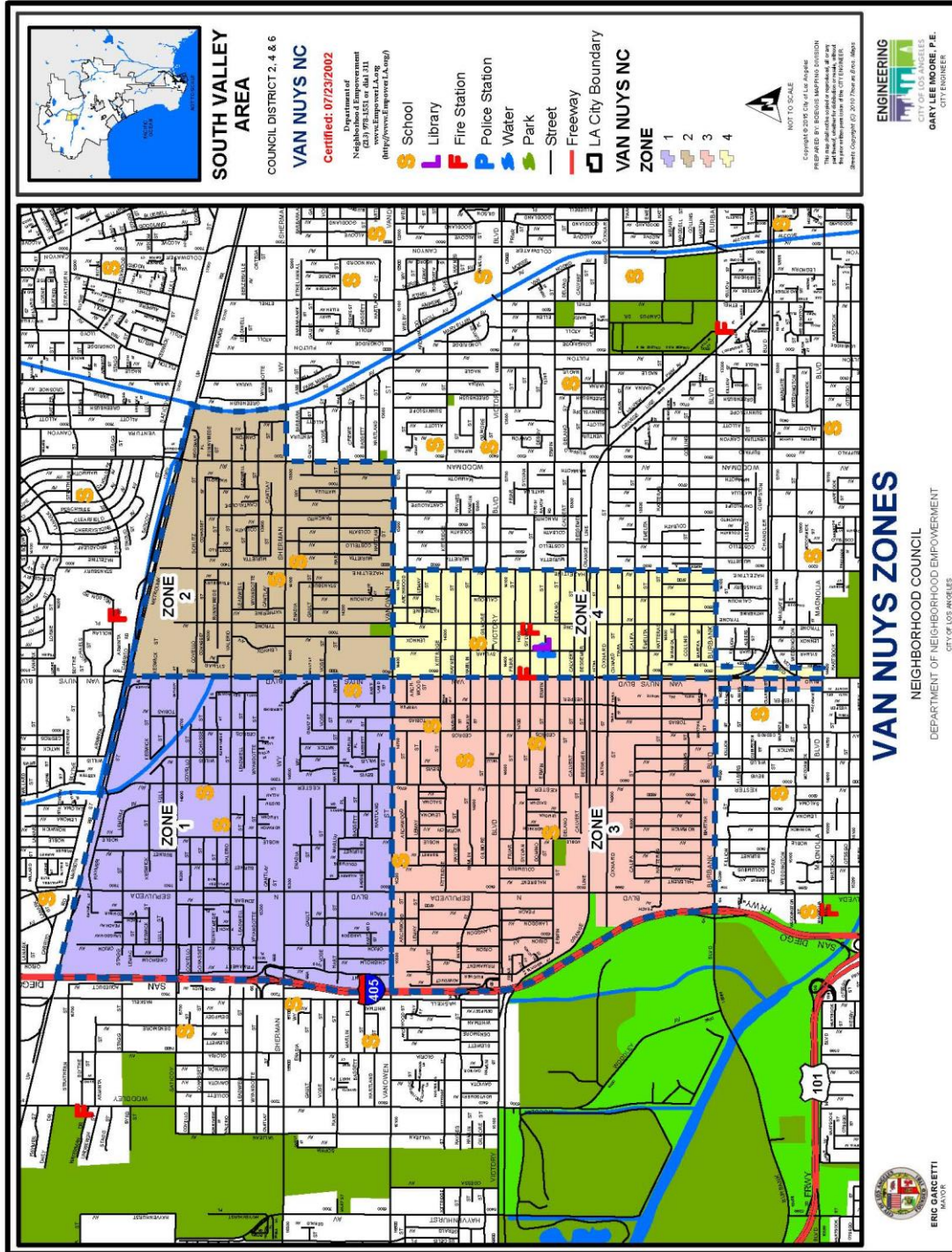
Board members will abide by the Board of Neighborhood Commissioners' Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training

All board members must take ethics and funding training prior to making motions and voting on funding-related matters

Section 3: Self Assessment

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ATTACHMENT B - Governing Board Structure and Voting

Van Nuys Neighborhood Council – 21 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident Representative Zone 1 Term: 4 Years	1	Elected	Resident from Zone 1, bounded from the railroad tracks north of Saticoy Street, Van Nuys Boulevard, Vanowen Street and the 405 Freeway, who is 16 years or older.	Stakeholders who are 16 years or older.
Resident Representative Zone 2 Term: 4 Years	1	Elected	Resident from Zone 2, bounded from the railroad tracks north of Saticoy Street, Tujunga Wash, Sherman Way, Woodman Avenue, Vanowen Street, and Van Nuys Boulevard, who is 16 years or older.	Stakeholders who are 16 years or older.
Resident Representative Zone 3 Term: 4 Years	1	Elected	Resident from Zone 3, bounded by Vanowen Street, the 405 Freeway, Burbank Boulevard, and Van Nuys Boulevard, who is 16 years or older.	Stakeholders who are 16 years or older.
Resident Representative Zone 4 Term: 4 Years	1	Elected	Resident from Zone 4, bounded by Van Nuys Boulevard, Burbank Boulevard, Vanowen Street, and Hazeltine Avenue, who is 16 years or older.	Stakeholders who are 16 years or older.
At-Large Resident Representative Seat 1 Term: 4 Years	1	Elected	Residents within the VNNC boundaries who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Resident Representative Seat 2 Term: 4 Years	1	Elected	Residents within the VNNC boundaries who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Residential Renter Representative Seat 1 Term: 4 Years	1	Elected	Resident renters within the boundaries of the VNNC who are 16 years or older.	Stakeholders who are 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At-Large Residential Renter Representative Seat 2 Term: 4 Years	1	Elected	Resident renters within the boundaries of the VNNC who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Industrial Business Owner or Employee Representative Seat 1 Term: 4 Years	1	Elected	Industrial business owners or employees within the boundaries of the VNNC who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Industrial Business Owner or Employee Representative Seat 2 Term: 4 Years	1	Elected	Industrial business owners or employees within the boundaries of the VNNC who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Commercial Business Owner or Employee Representative Seat 1 Term: 4 Years	1	Elected	Stakeholders who are commercial business owners or employees within the boundaries of the VNNC and who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Commercial Business Owner or Employee Representative Seat 2 Term: 4 Years	1	Elected	Stakeholders who are commercial business owners or employees within the boundaries of the VNNC and who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Commercial Business Owner or Employee Representative Seat 3 Term: 4 Years	1	Elected	Stakeholders who are commercial business owners or employees within the boundaries of the VNNC and who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Commercial Business Owner or Employee Representative Seat 4 Term: 4 Years	1	Elected	Stakeholders who are commercial business owners or employees within the boundaries of the VNNC and who are 16 years or older.	Stakeholders who are 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Religious Institution Representative Term: 4 Years	1	Elected	A stakeholder who is a member of a religious institution within the boundaries of the VNNC and who is 16 years or older.	Stakeholders who are 16 years or older.
Non-Profit Community Based Organization or Service Club Representative Seat 1 Term: 4 Years	1	Elected	Members of a community based organization or service club that is located within or includes Van Nuys within its service area and who are 16 years or older.	Stakeholders who are 16 years or older.
Non-Profit Community Based Organization or Service Club Representative Seat 2 Term: 4 Years	1	Elected	Members of a community based organization or service club that is located within or includes Van Nuys within its service area and who are 16 years or older.	Stakeholders who are 16 years or older.
Youth Representative Term: 4 Years	1	Elected	A stakeholder between the ages of 16 and 22 years or an employee or acknowledged volunteer of a recognized youth organization. Candidates who are 16 years to 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 s/he was the highest overall vote getter in that contest.	Stakeholders who are 16 years or older.
School Representative Term: 4 Years	1	Elected	Employee of a school located within the VNNC boundaries or that services the VNNC boundaries and who is 16 years or older.	Stakeholders who are 16 years or older.
Senior Representative Term: 4 Years	1	Elected	Stakeholders who are fifty-five (55) years or better	Stakeholders who are 16 years or older.
At-Large Representative Term: 4 Years	1	Elected	Stakeholders who are 16 years or older.	Stakeholders who are 16 years or older.

Van Nuys Neighborhood Council Standing Rules

Standing Committees address topics of continuing interest of the Board. They define goals, issues, and concerns for the board, investigate possible activities to help further those goals, select appropriate actions and propose those actions to the Board for approval and funding, and implement any official action the Board approves.

All Standing Committees shall be Chaired by a VNNC Director.

It is the responsibility of each Standing Committee to:

1. Monitor the proposed actions of the City Council or committees, and the proposed actions, programs, projects and performances of the City departments, boards and commissions for which each Standing Committee has subject matter jurisdiction;
2. Invite City officials and others to Committee meetings and hear presentations on topics germane to the subject matter jurisdiction of the Committee
3. Consider recommending to the Board on a regular basis positions on proposed actions of the City Council and proposed actions, programs, projects and performance of City departments
4. Unless otherwise stated in these Standing Rules, all Standing Committees shall meet at least once every quarter, with no less than four (4) meetings per year.

The Van Nuys Neighborhood Council shall consist of the following Standing Committees:

Executive Committee – Sets the agenda for regular and special Board meetings, receives requests and assign tasks. The Executive Committee meets 1st Monday of every month (or 9 days prior to the meeting at 6:30 pm)

Government Relations and Bylaws Committee – Oversees with City-wide issues, Council files, actions of City officials and department. Monitors and transmit pertinent information to the Board and the community. Reviews and recommends amendments to VNNC Bylaws, rules, policies and procedures. The Government Relations and Bylaws Committee meets on the 2nd Monday of every month.

Education Committee – Oversees educational issues, policies and programs, LAUSD and charter school.

Budget and Finance Committee – Reviews financial reports, create annual budgets. Receives, review and submit stakeholder grant applications to the Board for consideration. Meets 2nd Wednesday of every month at 6:00 pm.

Outreach Committee – Works to promote and inform the community about the activities of VNNC and encourage stakeholder participation. Develops and vets community outreach events, projects and initiatives to participate in and support. Meets last Thursday of every month.

Planning and Land Use Management Committee – Oversees planning, zoning and land-use, and transportations issues affecting the VNNC including proposals for new developments, zoning and planning, land entitlements, conditional use permits, special uses, alcohol license, design and policy. Meets the 3rd Wednesday of every month.

Public Health and Safety Committee – Deals with public health and safety issues within the VNNC area. Meets the 2nd Monday of every month.

Parks and Recreation Committee – Deals with issues concerning children and youth, park programs, facilities and playgrounds in the VNNC Area. Meets 2nd Wednesday of every month at 6:00 pm.

Special Committee of Policy and Education –