

~~HUNC Current Bylaws: as of June 2008~~

~~Rosenberg's Rules of Order~~

~~HUNC Standing Rules: as of September 2011~~

~~HUNC Financial Procedures: as of October 2007~~

~~Hollywood United Neighborhood Council Bylaws~~

HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL BYLAWS

Revised 5/19/03 (Amendments approved by DONE on July 9, 2003)
Revised 1/12/04 (Amendments approved by DONE on March 12, 2004)
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Revised 2/27/2017

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Approved by Bylaws committee June 2002

Merger, Name and Bylaws Approved at Community Meeting July 18, 2002

Certified by Parliamentarian James H. Stewart, PRP, with amendments as voted by stakeholders, with necessary punctuation and organizational corrections.

Approved By Interim Board, Unanimously, Aug. 3, 2002

Numerous Amendments submitted to DONE and BONC Oct. 2002

Bylaws with amendments approved by DONE, BONC and City Attorney Oct. 15, 2002

HUNC certified as Neighborhood Council #52 on Oct. 15, 2002

District Boundaries ~~Clarified adjusted~~ Dec 30, 2002; ~~Reclarified~~ March 2009; **February 2017**

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ARTICLE I: NAME

The name of this organization shall be the Hollywood United Neighborhood Council (HUNC).

ARTICLE II: PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The MISSION of the Neighborhood Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Neighborhood Council, including City governance, the needs of the Neighborhood Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Neighborhood Council area, and other matters of a citywide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Neighborhood Council area;
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The POLICY of the Neighborhood Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Neighborhood Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Neighborhood Council and Community Stakeholders of matters involving the City 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 activities of the 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, gender, gender identity, age, disability, marital status, income, homeowner/renter status, or political affiliation.

ARTICLE III: BOUNDARIES

Section 1: Boundary Description

The HUNC will include the following geographic areas:

- A. Eastern Boundary: Western Avenue to Fern Dell north along Western Canyon to the northern boundary.
- B. Southern Boundary: Hollywood Blvd.
- C. Western Boundary: Cahuenga Ave. at Hollywood Blvd. to the 101 Freeway north ~~along the eastern side of the John Anson Ford Theater property line,~~ including the John Anson Ford Amphitheatre then through Lake Hollywood to include the Lake Hollywood Neighborhood Association and north to the Hollywood sign.
- D. Northern Boundary: Hollywood Sign and adjacent area.

The boundaries of the HUNC are set forth in Attachment A - Map of Hollywood United Neighborhood Council.

Section 2: Internal Boundaries

There are five (5) geographical, three (3) renters and three (3) business Areas. These Areas are based on common interests, traffic patterns, natural boundaries and public input. The Areas recognize distinct neighborhood boundaries. All small streets with a single entrance are attached to the primary exit street.

A. Geographical Areas

1. Area #1 - Western-most hillside area, including the Hollywood Reservoir. Starting at the intersection of Franklin Ave. and Cahuenga Blvd.; north on the middle of Cahuenga Boulevard to the John Anson Ford ~~Theater. Amphitheatre. Excluding~~ including the John Anson Ford ~~Theater Amphitheatre,~~ then continue to Lake Hollywood Reservoir. Through the center of Lake Hollywood Reservoir, including the neighborhood of Lake Hollywood, to the top NW corner of Griffith Park. Continue south along the Griffith Park Boundary to its south-west corner; thence jump to the north end of Creston Drive; east and then south on Creston Drive to Vasanta Way; south on Vasanta Way to Dearborn Drive north on Dearborn Drive to Winans Ave.; east on Winans Ave. to Gower St.; south on Gower St to Franklin Ave; thence west on the middle of Franklin Ave to Cahuenga Blvd. and point of beginning.
2. Area #2 - Central Hillside Area, including Cheremoya Ave. School. Beginning at Franklin Ave. and Gower St., north on Gower St. to Winans Ave.; west on Winans Ave. to Dearborn Dr.; south on Dearborn Dr. to Vasanta Way; Vasanta Way north to Creston Dr.; north and then west on Creston Dr. to its north end; jump to south-west corner of Griffith Park Boundary; thence north on Park Boundary and then east, including "Hollywood" sign and Mount Lee Park; east and then south on Mount Lee Dr to Mulholland Hwy.; East on Mulholland Hwy to Hollyridge Dr.; south on Hollyridge Dr. to its point closest to north end of Cheremoya Ave.; thence jump to the northern extremity of Cheremoya Ave.; thence south on Cheremoya Ave. to Franklin Ave.; west on the middle of Franklin Ave. to Gower St. and point of beginning.
3. Area #3 - Eastern-most hillside area, including Bronson Canyon. Starting at Cheremoya Ave. and Franklin Ave., north on Cheremoya Ave. to its north end; jump to Hollyridge Drive at its

closest point.; thence north on Hollyridge Drive to Mulholland Hwy and north on Mulholland Hwy to Mount Lee Drive and then north on Mount Lee Drive thence east along the north boundary of HUNC; thence to the east boundary of HUNC; thence south along the east boundary of HUNC to the middle of Los Feliz Blvd.; thence to the middle of Western Ave.; the middle of Western Ave. to the middle of Franklin Ave.; west along the middle of Franklin Ave. to Cheremoya Ave. and the point of beginning.

4. Area # 4 - From middle of Franklin at Western Ave. proceed south to Hollywood Blvd. Continue west along middle of Hollywood Blvd. to the Hollywood Freeway. Continue NW along freeway to Franklin Ave. Turn east, down the middle of Franklin Ave. to Western Ave.
5. Area # 5 - From middle of Cahuenga Ave. at Hollywood Blvd., proceed to Franklin Ave. Head east down the middle of Franklin to the Hollywood (101) freeway. Continue SE along freeway to middle of Hollywood Blvd. Proceed down the middle of Hollywood Blvd. west to Cahuenga Blvd.

B. Business and Renter Areas

1. Area # A - Includes the Vine Street area. From the middle of Cahuenga Blvd. at Hollywood Blvd. proceed to middle of Franklin Ave. Proceed east along Franklin Ave. to the Hollywood (101) Freeway to Gower Street Continue down the middle of Gower Street south to Hollywood Blvd. Proceed down the middle of Hollywood Blvd. west to Cahuenga Blvd.
2. Area # B - Includes Hollywood and Western corridors. From the middle of Hollywood Blvd. at Western Ave., proceed west to Gower Street. Continue north in the middle of Gower to just below Franklin Ave. Proceed east below Franklin to middle of Western Ave., then south to Hollywood Blvd.
3. Area # C - Includes north side of Franklin Avenue corridor and all three NC hillside areas (Districts 1,2,3) to the northern border of the Hollywood Sign. Includes those areas between Western and Fern Dell to the Hollywood (101) Freeway and Cahuenga Blvd.

ARTICLE IV: STAKEHOLDER

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 Governing Board of the HUNC (Board) shall consist of **nineteen (19)** Stakeholders elected by Community Stakeholders and/or appointed by the President and the Board and one (1) ex-officio youth representative whose vote will be advisory.

The composition of the Board shall be as follows:

- A. **Geographic Seats** – one (1) seat for each of the five (5) geographical Areas (See Article III, Section 2A). A Stakeholder on a street shared by two (2) Areas may choose in which Area s/he shall establish his/her Stakeholder status. Any Stakeholder from any classification may run for these Board positions, as long as their Stakeholder status is based on affiliation within that Area.
- B. **Renter Seats** – one (1) seat for each of the three (3) Renter Areas (see Article III, Section 2B). Any Stakeholder, in any Geographical Area, who rents their place of residence, may run for these positions. Home-ownership as a place of residence is not allowed.
- C. **Homeowner Seats** – two (2) At Large Seats. Any Stakeholder, in any Geographical Area, who owns the home in which they live, is qualified to run for these positions.
- D. **Unclassified Stakeholder Status Seats** – ~~two (2)~~ **three (3)** At Large Seats. Stakeholders from any Stakeholder category or Geographical Area are eligible for these Board positions.
- E. **Representative of an Educational Institution** – one (1) At Large Seat. To qualify for an Educational seat, Stakeholders must be owners, members or staff of an organization with an office or regularly scheduled meetings with at least ten (10) meetings a year within any Geographic Area including, but not limited to public schools, private schools, elementary, middle, pre-school, and high school, community colleges and universities, Board of Education, leader of PTA's, educational providers or service providers, or other education-focused groups.
- F. **Representative of a Non-Profit or Faith Based Organization** – two (2) At Large Seats. To qualify for a non-profit or faith-based seat, Stakeholders must be owners, members or staff of an organization with an office or regularly scheduled meetings with at least ten (10) meetings a year within any Geographic Area including, but not limited to: mission- type organizations, social service advocates and providers, non-profit affordable housing development and management organizations, non-profit hospital and healthcare providers, social service counseling agencies, life- enrichment organizations, churches, synagogues, temples, and organized religious institutions. The two representatives must be from different organizations. While Homeowner Associations are often organized as Non-Profits, membership in an HOA should not count toward qualification for the Non-Profit/Faith Based Organization seats as these are set aside specifically to ensure diversity of perspectives.
- G. **Business Seats** – one (1) seat for each of three (3) business Areas (See Article III, Section 2B). To qualify for a business seat, Stakeholders must be owners, members or staff of an organization with an office or with at least ten (10) regularly scheduled meetings a year within the Area. Organizations must be engaged in for-profit activity, commercial activity. Membership in local business associations and business improvement districts is also acceptable.
- H. ~~**Parliamentarian/Historian** – one (1) seat. To be nominated by the President and approved by the Board annually.~~
- I. **Youth Representative** – one (1) seat. Ex-officio youth representative shall be between fifteen (15) and nineteen (19) years of age. Position shall be nominated by his or her Stakeholder peers or educational institution and recommended by the Education & Non-Profit Issues Committee. Nominee must be

approved by the Board and shall serve for a term of one (1) year. Candidates must reside or attend a school within the HUNC boundaries to qualify. Youth representative can

offer opinions on all matters before the Board but their votes will not be counted. May be re-appointed if they are under the age of nineteen (19) upon the expiration of their term.

No Stakeholder group or Geographical Area may comprise the majority of the Board. Unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”), each Renter, Homeowner, or Unclassified Seat must represent a different Geographical Area than the other Board member seated within that category, for example, the three (3) Renter Seats must be from different Geographical Areas.

HUNC elects their candidates for the Board from a variety of categories. If you qualify for several Stakeholder categories, you can choose only one (1) category to run as a candidate. Different categories of stakeholders were created, in order to guarantee diverse participation and representation.

Section 2: Quorum

A quorum of the Board is ten (10). No floating quorums are allowed. No formal meeting shall be held or business conducted or votes taken in the absence of a quorum. Ex-officio advisory board members shall not be counted toward the quorum.

Section 3: Official Actions

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

Section 4: Terms

Board members shall serve a four (4) year staggered term, except for the ~~Parliamentarian/Historian and~~ Youth Representatives, who will serve for one (1) year. There are no term limits. Board members must maintain both their Stakeholder status and the criteria for their eligibility for election to their elected seat during the remainder of the term. Otherwise, they shall forfeit their seat. The Board member may remain seated up to sixty (60) days until a replacement can be found and appointed to the seat.

Section 5: Duties and Powers

The primary duties of the Board shall be to govern the HUNC and to carry out its objectives. No individual member of the Board, other than the President, shall speak for HUNC or otherwise publicly represent a Board position unless authorized to do so by ~~the President or 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 HUNC position previously adopted by the Board or a statement that the HUNC 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.

Board Members:

- A. shall take an active interest in matters concerning the HUNC.
- B. shall regularly attend HUNC meetings.
- C. shall serve on at least one (1) HUNC committee.

Section 6: Vacancies

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Executive Committee Board.
- B. After a review for eligibility, the Board shall cause the matter to be placed on the agenda for the next a regularly scheduled meeting of the Board.
- C. The Board shall vote on the application at the meeting. If multiple applications for one (1) seat have been submitted, the candidate with the most votes wins.
- D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.
- F. Persons selected to fill a vacated seat on the Board shall serve out the term remaining of that position. They must be a Stakeholder at the time of selection and maintain both their Stakeholder status and the criteria for their eligibility for election to the seat during the remainder of the term. Otherwise, they shall forfeit their seat.

Section 7: Absences

Any Board member who is absent for all voting items on three (3) regularly scheduled, consecutive Board meeting agendas or, alternatively, all voting items for five (5) total Board meetings during any twelve (12) month period, will be automatically recorded in the HUNC's meeting minutes as being a "Member Not in Good Standing." An item will be placed on the next Board agenda to address the matter. The Board will then have the option to censure, by a majority vote, or remove, by a three-fourths vote, the member. If no action is taken, the member will be restored to regular standing. Members may be excused for an absence by the Board President if they provide notice more than twenty-four (24) hours in advance and they provide a compelling rationale. Excused absences will be counted toward the limit of five (5) missed meetings in one calendar year.

Section 8: Censure

The Board can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and possible action.

Section 9: Removal of Governing Board Members

The Board shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed from office by the submission of a written petition to the Board, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of one-hundred (100) Stakeholders.

- A. Upon receipt of a written petition for removal, the President shall place the matter on the next

regular Board agenda for a vote.

- B. Removal of the identified Board member requires a three-quarters vote of the Board Members present.
- C. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation

A Board member may resign from the Board, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a majority of the attending Board members. The Board, in consultation with the City Attorney, shall decide when a member ceases to be a Stakeholder.

Section 11: Outreach

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

The Board, to the best of its ability, should maintain a web site presence to disseminate information to Council Stakeholders and others interested in the HUNC.

Outreach also 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 officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers

The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board.

- A. The **President** shall:
 - 1. Approve all agendas and preside at all Board, Special and Executive Committee meetings.
 - 2. Create a system for the election, selection, or appointment of stakeholders to committees, sub-committees, and/or ad-hoc committees as the need arises and with the approval of two-thirds (2/3) of the Board.
 - 3. Appoint committee chairs.
 - 4. Serve as spokesperson and representative of the Board of the HUNC.
 - 5. Receive all communications and present them promptly to the Board.
 - 6. Be responsible for all accounts, reports, and certificates required by law to be maintained and filed properly.

7. Serve on the Executive Committee.

B. The **Vice-President** shall:

1. Perform the duties of the President in the absence of the President.
2. Serve with the President as spokesperson and representative for the HUNC.
3. Assist the President in deciding what issues may deserve a special meeting.
4. Serve on the Executive Committee.

C. The **Secretary** shall:

1. Act for the President in the absence of the President and Vice-President.
2. Take and keep all minutes and records of the HUNC Board, unless otherwise assigned.
3. File any certificates required by any government body.
4. Be the custodian of the records of the HUNC.
5. Make available to any member all communication addressed to the office of Secretary.
6. Maintain a membership list and update it quarterly.
7. Serve on the Executive Committee.
8. Note all committees in the minutes.
9. Provide to the public any information requested as required by the Public Records Act.

An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before Board.

D. The **Treasurer** shall:

1. Maintain the HUNC's book of accounts as prescribed by the Department and in compliance with Generally Accepted Accounting Principles (GAAP).
2. Submit account statements to the Department no less than once during each fiscal year.
3. Be a required signatory for the HUNC on all funding matters.
4. Have charge and custody of and be responsible for all funds of the Board.
5. Receive and give receipts for money due and payable to the Board from any source.
6. Provide a financial report at all regularly scheduled Board meetings and at all other times as prescribed by the Board or in accordance with relevant laws and guidelines.
7. Coordinate with the Department for the preparation of an annual report.
8. Have the option to request authorization from the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system and may request the assistance of the Department when implementing same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting.
9. Serve on the Executive Committee.
10. Make the HUNC financial statements, books and accounts open for inspection and copying by any member of the public upon request.

~~E. The **Parliamentarian/Historian** shall:~~

- ~~1. Be appointed by the President with the approval of the majority of the Board.~~
- ~~2. Execute the duties of the office, as outlined in the Standing Rules, to serve as an advisor to the President and serve as a bridge between past and current Boards.~~
- ~~3. Help track major accomplishments of HUNC and work with the Outreach Committee to assist in the cataloguing and publication of these efforts.~~

4. Advise the President and the Board on matters of parliamentary procedure.

5. Serve as a member of the Executive Committee.

Section 3: Selection of Officers

Officer positions shall be filled annually at the first official Board meeting following their election or selection in Board election years, and at the subsequent one (1) year anniversary mark of the Officers' election in Board non-election years.

Section 4: Officer Terms

The Officers shall serve one (1) year terms and serve at the pleasure of the Board. They may stand for re-election annually.

ARTICLE VII: COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc committees shall be established by a vote of the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees

The Standing Committees of the Council are outlined in the Standing Rules: Arts, Beautification & Culture, Executive, Planning & Land Use Management, Education, Non-Profits & Faith Based, Renters' Issues, Business Issues, and Public Safety & Transportation.

Section 2: Ad Hoc Committees

The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

- A. **Committee Authority** – All committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – Standing Committees shall be comprised of at least three (3) but not more than five (5) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of five (5) or fewer 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. **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 minutes.
- E. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed

ARTICLE VIII: MEETINGS

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

Section 1: Meeting Time and Place

All meetings shall be held within the HUNC boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its last regular meeting of each calendar year.

- A. **Regular Meetings** – Regular Board meetings shall be held at least once per 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** – The President or a majority of the Board shall be allowed to call a special Board meeting as needed.

Section 2: Agenda Setting

The President shall set or approve all official agendas.

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

Section 3: Notifications/Posting

Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. Notice shall be posted at the HUNC's public notice location(s) required by the Board of Neighborhood Commissioners and specified with the Department of Neighborhood Empowerment (DONE). Notices will also be placed on HUNC's website and e-mailed out to the Stakeholder database. Regular and Special meeting agendas shall also be emailed to the Department. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

Section 4: Reconsideration

The Board may reconsider or amend its actions through a Motion for Reconsideration process defined in its standing rules.

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 HUNC website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of HUNC's accounts.

ARTICLE X: ELECTIONS

Section 1: Administration of Election

The HUNC's election will be conducted according to its Election Procedures and the process proscribed in the City's election code.

Section 2: Governing Board Structure and Voting

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

Section 3: Minimum Voting Age

All Community Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the Neighborhood Council 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 Council Board during a single election cycle

Section 6: Other Election Related Language

Not applicable.

ARTICLE XI: GRIEVANCE PROCESS

- A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Board meeting.
- B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel, which shall be made up of three Neighborhood Council Board members, as defined in the HUNC Standing Rules and Operating Procedures, to be selected at random, who are not named as a primary party in the relevant complaint(s).

- C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
- D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report 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 a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Board meeting.
- E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at HUNC meetings.
- F. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The HUNC shall use Rosenberg's Rules of Order when conducting Neighborhood Council meetings. If Rosenberg's Rules of Order are silent on an issue, the HUNC shall refer to the rules of order when conducting Board meetings as set forth in its standing rules. If those are silent on an issue, then the HUNC shall refer to Robert's Rules of Order.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or HUNC meetings may be developed and adopted by the Board.

ARTICLE XIII: AMENDMENTS

- A. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular HUNC meeting.
- B. An amendment to these bylaws requires a two-thirds (2/3) vote of the Board members present and voting at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- C. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

- D. Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board and the matter must then be placed on the next regularly scheduled Board meeting.

ARTICLE XIV: COMPLIANCE

The HUNC, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, County, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

The HUNC, its representatives, and all Community Stakeholders shall conduct all HUNC business in a civil, professional and respectful manner in accordance with all City Council, Board of Neighborhood Commissioners and Department of Neighborhood Empowerment rules. Board members will abide by the Commission's 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 and in the fundamentals of Neighborhood Councils, including, but not limited to, workplace violence and sexual harassment provided by the City within forty-five (45) days of being seated.

Section 3: Self-Assessment

Every year, the HUNC shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.