

**OFFICERS:**

PRESIDENT Sheila Irani  
VICE-PRESIDENT Jim Van Dusen  
TREASURER John Schaefer  
SECRETARY Chad McMurray



**BOARD MEMBERS:**

Georgette Darby Maria Anna Kochoa  
Mark Millner Noelle North Norris  
Oliver Alvarez Paul Barbosa  
Randy Howell Shane Kalminski

HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL  
Certified Council #52,  
P.O. Box 3272 Los Angeles, CA 90078  
www.MyHUNC.org email us at Info@MyHUNC.org

**BOARD MEETING MINUTES**

**Monday, December 11, 2023, 6:30 PM**  
**Fire Station 82 Annex**  
**1800 N. BRONSON AVENUE, L.A., CA 90028**  
**Second Floor Conference Room**

To read and print all attachments related to Board Agenda, please click below:

<https://hollywoodunitednc.org/wp-content/uploads/2023/12/Exhibits-Board-12-23.pdf>

Welcome

**6:35 PM start**

1. Roll Call

**Attending**

Sheila Irani Jim Van Dusen Georgette Darby John Schaefer Chad McMurray Paul Barbosa  
Shane Kalminski Mark Millner Maria Anna Kochoa Oliver Alvarez Noelle North Norris

2. Consent Calendar

Every item on the Consent Calendar will be considered bundled and will be voted on as a single item. If a Board Member or Stakeholder has an objection to an item being on the Consent Calendar, they need to raise that objection to an item and ask to have that item or items considered separately. There will be no discussion or comment on the substance of any item unless it is removed from the Consent Calendar. Removed items will be moved to the end of the agenda for consideration, or earlier within the discretion of the Chair/President. The Consent Calendar includes:

A) Approval of Minutes for October 2023

**Motion:** Sheila Irani **Second:** Noelle North Norris **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Chad McMurray Georgette Darby Jim Van Dusen John Schaefer Maria Anna Kochoa Mark Millner  
Noelle North Norris Oliver Alvarez Paul Barbosa Shane Kalminski Sheila Irani

B) Approval of Monthly Expense Report for November 2023

**Motion:** Sheila Irani **Second:** Noelle North Norris **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Chad McMurray Georgette Darby Jim Van Dusen John Schaefer Maria Anna Kochoa Mark Millner  
Noelle North Norris Oliver Alvarez Paul Barbosa Shane Kalminski Sheila Irani

C) Approval of Monthly Expense Report for October

**Motion:** Sheila Irani **Second:** Noelle North Norris **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Chad McMurray Georgette Darby Jim Van Dusen John Schaefer Maria Anna Kochoa Mark Millner  
Noelle North Norris Oliver Alvarez Paul Barbosa Shane Kalminski Sheila Irani

D) Motion for Board approval to include Randy Howell as Homeowner Rep (Area 2) for HUNC Board

**Edit correction Area 2 should state Area 3**

**Motion Made: Motion for Board approval to include Randy Howell as Homeowner Rep (Area 3) for HUNC Board****Motion:** Sheila Irani      **Second:** Noelle North Norris      **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0**Yes**

Chad McMurray	Georgette Darby	Jim Van Dusen	John Schaefer	Maria Anna Kochoa	Mark Millner
Noelle North Norris	Oliver Alvarez	Paul Barbosa	Shane Kalminski	Sheila Irani	

## E) Motion for Board approval to include Sydney Russell as Youth Representative for HUNC Board

**Motion:** Sheila Irani      **Second:** Noelle North Norris      **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0**Yes**

Chad McMurray	Georgette Darby	Jim Van Dusen	John Schaefer	Maria Anna Kochoa	Mark Millner
Noelle North Norris	Oliver Alvarez	Paul Barbosa	Shane Kalminski	Sheila Irani	

## F) Approve services and monthly amount paid to MediaArts of \$600 a month from January thru June 2024, for a total annual contractual amount not to exceed \$8000, per the Administrative packet.

**Motion:** Sheila Irani      **Second:** Noelle North Norris      **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0**Yes**

Chad McMurray	Georgette Darby	Jim Van Dusen	John Schaefer	Maria Anna Kochoa	Mark Millner
Noelle North Norris	Oliver Alvarez	Paul Barbosa	Shane Kalminski	Sheila Irani	

## G) Motion to Approve HUNC Treasurer, John D Schaefer as 1st Bank Card Holder

**Motion:** Sheila Irani      **Second:** Noelle North Norris      **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0**Yes**

Chad McMurray	Georgette Darby	Jim Van Dusen	John Schaefer	Maria Anna Kochoa	Mark Millner
Noelle North Norris	Oliver Alvarez	Paul Barbosa	Shane Kalminski	Sheila Irani	

## H) Motion to move funds approved in Administrative packet for HUNC 2023/2024 Budget:

From Office/Operational Expenditures Category - \$3000 from Minute Taking (currently \$4000), \$3000 from Web Conferencing Equipment (currently \$4000) for a total of \$6000, and put \$1000 more into Meetings for Food, and \$5000 into Community Improvement Projects; and to reconfirm that the \$10,000 rollover from the last Fiscal Year should go to Neighborhood Purposes Grants.

**Motion:** Sheila Irani      **Second:** John Schaefer      **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0**Yes**

Chad McMurray	Georgette Darby	Jim Van Dusen	John Schaefer	Maria Anna Kochoa	Mark Millner
Noelle North Norris	Oliver Alvarez	Paul Barbosa	Shane Kalminski	Sheila Irani	

## 3. Comments from any City, County, State or Federal representatives in attendance (3 minutes each)

**Comments from****Declan Floyd from Sen. Portantino's office****Anais Gonzalez, CD13 Soto-Martinez' office****Natalie Vartanian, Supervisor Barger's office****Josef Siroki brought plaque for Chief Zipperman's retirement****Councilmember Raman spoke to Brandi D'Amore regarding rent increases and eviction****Erica Gatica, Dept. of Neighborhood Empowerment - DONE, spoke on future agenda items, the youth conference sponsored by DONE,****Conflict of Interest requirements of board members with City Attorney assistance**

## 4. Public Comment and Community Updates on items not on the Agenda (1 minute each)

**Community Update by Brandi D'Amore**

## 5. Board Member announcements of items not on the Agenda (1 minute each)

**None**

## 6. HUNC Committee &amp; Liaison announcements on items not on the Agenda ( 3 minutes each)

- CD4 Western Griffith Park committee

**Sheila Irani spoke about the CD4 working group moderated by Mehmet Berker on topics that have been brought up in committee****- Mulholland Hwy fence**

- *paid parking at Lake Hollywood Park*
- *Permit Parking District in Lake Hollywood Estates, that will extend PPD in Beachwood Canyon*
- *lighting issues on Barham creating congestion*
- *lack of impact by LADOT Parking enforcement*

*have been top topics discussed among group members.*

## 7. Administrative Motions

- A) Discussion and motion to approve Neighborhood Purposes Grant for LAFD Foundation for up to \$3500.00 for Phase Two of landscaping community improvements to Station 76, 3111 Cahuenga near Barham.

***Motion passed unanimously. NPG presented by Robin Blau of LAFD Foundation.***

***Sheila Irani did explain that she is listed on NPG as donor, but has not served on Foundation, or had any other link to LAFD Foundation except to donate annually as a charity.***

**Motion:** Jim Van Dusen                      **Second:** Paul Barbosa                      **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Chad McMurray	Georgette Darby	Jim Van Dusen	John Schaefer	Maria Anna Kochoa	Mark Millner
Noelle North Norris	Oliver Alvarez	Paul Barbosa	Shane Kalminski	Sheila Irani	

- B) Discussion and motion to approve Neighborhood Purposes Grant for Larchmont Charter School in Hollywood (Selma & Schraeder campus) for up to \$1000 for the Jogathon open to the public in March, 2024 to be used for food and drink available for free to attendees and participants.

***Motion passed unanimously.***

**Motion:** Georgette Darby                      **Second:** Jim Van Dusen                      **Result:** Yes-11, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Chad McMurray	Georgette Darby	Jim Van Dusen	John Schaefer	Maria Anna Kochoa	Mark Millner
Noelle North Norris	Oliver Alvarez	Paul Barbosa	Shane Kalminski	Sheila Irani	

## 8. President Report -celebrating Chief Zipperman's career

***Celebration by CD4, CD13 for Chief Zipperman, photos taken, cake enjoyed by Board and attendees. Councilmember Raman gave a heartfelt speech on how much Chief Zipperman has assisted her in helping clean up the encampments on Forest Lawn, and other issues in CD4 and will miss him immensely.***

## 9. PLUM Committee

- A) Project: 5518 Franklin Ave. - DIR-2023-6234-SPP / ENV-2023-6235-CE  
<https://planning.lacity.org/pdiscaseinfo/search/encoded/MjcwMzE20>  
 Discussion and possible motion regarding Project Plan Compliance for a change of use from an existing dry cleaner to a gym in the Vermont/Western SNAP Specific Plan. Action requested: Parking Reduction to permit no minimum parking requirement.  
 10/5/2020 An ordinance amending the Vermont/Western Transit Oriented District Specific Plan (Station Neighborhood Area Plan)  
 (Ordinance No. 173749, as subsequently amended by Ordinance Nos. 173799, 184414, and 184888), to establish new definitions,  
 land use regulations, development standards and design guidelines for a new Subarea D.2 (Permanent Supportive Housing).  
 This affects parking requirements etc.  
<https://planning.lacity.org/pdiscaseinfo/document/MTg2NTk0/6d0d2d25-0f15-4c7d-b0c2-0a119627b1eb/ord>  
 Application:  
<https://planning.lacity.org/pdiscaseinfo/document/MTM4OTM0/382be727-91db-4e5c-88e0-bb0f216d41aa/esubmit>  
 Findings  
<https://planning.lacity.org/pdiscaseinfo/document/MTM5MDE0/382be727-91db-4e5c-88e0-bb0f216d41aa/esubmit>  
 Project Plans  
<https://planning.lacity.org/pdiscaseinfo/document/MTM4OTU0/382be727-91db-4e5c-88e0-bb0f216d41aa/esubmit>  
 Vicinity Map

<https://planning.lacity.org/pdiscaseinfo/document/MTM4OTQ0/382be727-91db-4e5c-88e0-bb0f216d41aa/esubmit>

***Tabled: Unfortunately due to Noelle North's need to leave Board meeting at 7:30pm (excused), Maria Kochoa, Shane Kalminski living within 1000 feet radius of 5518 Franklin and therefore recusing themselves, quorum was lost. Jim Van Dusen will write a neutral letter explaining the situation to LADBS for the requestor. Item will be tabled until a time when quorum can be achieved.***

10. Outreach Committee

- A) Report by Chair - 2024 potential projects under consideration within our community
- Pet adoption, vax, microchip at Tailwaggers,
  - Beautification of Gower Median with local partners, and CD13

11. Old/Ongoing Business

***None***

12. New/Future Business

***None***

Adjournment at 8:17 PM

Reconsideration: The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place before the end of the meeting at which it was considered or at the next regular meeting. The Board, on either of these two 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 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 Recording Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Ralph M. Brown Act.



# Monthly Expenditure Report



Reporting Month: December 2023 Budget Fiscal Year: 2023-2024

NC Name: Hollywood United  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$36651.20	\$2428.38	\$34222.82	\$5100.00	\$0.00	\$29122.82

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25000.00	\$319.81	\$19217.82	\$600.00	\$18617.82
Outreach		\$113.57		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$12000.00	\$1995.00	\$10005.00	\$4500.00	\$5505.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$5348.80	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_MYHUNC.	12/01/2023	Google suites for email addresses for Board	General Operations Expenditure	Office	\$100.80
2	DOMINO'S 8131	12/04/2023	Meal for Outreach Committee dinner	General Operations Expenditure	Office	\$37.47
3	STUDIO CITY PLAZA LOCK	12/05/2023	New keyboard glass window box where we post agendas at LAFD Annex 82s	General Operations Expenditure	Office	\$12.00
4	HENRY PRINTING & GRAPH	12/06/2023	Printing committee attachment for PLUM	General Operations Expenditure	Office	\$30.87
5	MAILCHIMP	12/07/2023	Newsletter software	General Operations Expenditure	Outreach	\$39.00
6	RALPHS #0133	12/10/2023	Board meeting food for retirement send-off for Chief Zipperman at LAFD Annex	General Operations Expenditure	Outreach	\$26.98
7	TRADER JOE S #122	12/10/2023	Board meeting dinner, salad and chicken	General Operations Expenditure	Office	\$53.40
8	STAPLES 00101808	12/11/2023	Office supplies for board meeting Paper, scissor, stapler, mouse	General Operations Expenditure	Office	\$57.93

9	RALPHS #0133	12/11/2023	Sandwiches, and baggies for leftover for Board meeting dinner,	General Operations Expenditure	Outreach	\$47.59
10	STAPLES 00101808	12/20/2023	Office supplies for Annex, highlighter, dry erase marker, mouse pad for 3rd computer.	General Operations Expenditure	Office	\$27.34
11	Hollywood Food Coalition	12/06/2023	Hollywood Food Coalition Laundry Vouchers for Homeless	Neighborhood Purpose Grants		\$1995.00
<b>Subtotal:</b>						<b>\$2428.38</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	Larchmont Charter School	12/15/2023	Approve \$1000 for Larchmont Charter School Jogathon, open to public, for purchase of food and drink to be provided free to attendees, staff, students. LCS will put HUNC logo on materials,...	Neighborhood Purpose Grants		\$1000.00
2	Media Arts International	01/03/2024	Proxy payment for services rendered to Media Arts International in the amount of \$600.00.	General Operations Expenditure	Office	\$600.00
3	LAFD Foundation	01/04/2024	Phase 2 of Community Improvement at LAFD Station 76 for landscape of back area to create fruit and vegetable garden with patio area for public	Neighborhood Purpose Grants		\$3500.00
<b>Subtotal: Outstanding</b>						<b>\$5100.00</b>



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CONTACT: Jim Van Dusen  
PHONE/FAX: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_

DATE: 12/5/2023  
DATE DUE: \_\_\_\_\_

COD     PICK-UP  
 CASH     DELIVERY  
 CHECK     CREDIT CARD

PO #	Quantity	Items	Description	SALESMAN	
				Unit Price	Item Amount
	3	sets of 12 pages			
		8 1/2 x 11"	8 1/2 staple		
	3	sets of 9 pages			
		8 1/2 x 11"	40 staple		
	3	sets of 7 pages			
		8 1/2 x 11"	3 staple		
	3	Copies	40 8 1/2 x 11		

288.20  
2.67  
30.87

pmf

Samples Approved \_\_\_\_\_  
Signature \_\_\_\_\_  
Original & Copies Received \_\_\_\_\_  
Signature \_\_\_\_\_  
Sub TOTAL \_\_\_\_\_  
RESALE / TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_  
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BALANCE \_\_\_\_\_

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SEQ #: 6  
Batch #: 1715  
INVOICE Approval Code: 061767  
Entry Method: Manual  
Mode: Online  
Tax Amount: \$0.00  
Cust Code: NNN  
A/S Code: M  
Card Code: M

SALE AMOUNT \$30.87

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OC TL STRAW \*\*\*\*\*2531  
RALPHS rewards CUSTOMER \*\*\*\*\*2531  
TAX 0.00  
\*\*\* BALANCE 26.98

Studio City CA 91604  
MASTERCARD Purchase  
\*\*\*\*\*2667 - C  
REF#: 039028 TOTAL: 26.98  
AID: A000000041010  
TC: 3AD2CF7856AE767

MASTERCARD 26.98  
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 2  
12/10/23 02:52pm 133 511 58 999999511

\*\*\*\*\*  
Annual Card Savings \$28.89  
\*\*\*\*\*

Fuel Points Earned Today: 27  
Total Dec Fuel Points: 59  
\*\*\*\*\*

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\*\*\*\*\*  
EARN 50 FUEL POINTS  
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Date: 12/10/23  
Time: 02:51PM  
Entry ID: 703-603-58-133-511-569  
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## SALE TRANSACTION

JUST CHICKEN CHUNKS	\$17.98
2 @ \$8.99	
JOE COFFEE DARK ROAST GR	\$4.99
HOL DARK CHOCOLATE SHORT	\$4.99
JUST CHICKEN CHUNKS	\$8.99
SALAD KALE BROCCOLI SLAW	\$16.45
5 @ \$3.29	

Items in Transaction:10

Balance to pay

MasterCard

\$53.40  
\$53.40

## PAYMENT CARD PURCHASE TRANSACTION CUSTOMER COPY

### MASTERCARD

Type: Chip Read \*\*\*\*\*2667  
AID: A0000000041010 Auth Code: 032022  
TVR: 0000008000 PAN Seq:  
IAD: 0110A0400122000000000000000000FF TSI: E800  
MID: \*\*\*\*\*27013 TID: \*\*\*\*6000  
TOTAL PURCHASE \$53.40

No Cardholder Verification

Please retain for your records

G. Zay  
STORE  
0122

TILL	TRANS.	DATE
4	35897	12-10-23 14:14

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Sale

Store: 180 Register: 1  
Date: 12/11/23 Time: 3:12 PM  
Transaction: 17500 Cashier: 2086041

REWARDS NUMBER 5482504304

Qty	Item	Price	Amount
1	INK RECYCLING LIMI *	0.01	0.00
	Instant Savings		(0.01)
1	PENTEL ENER 7M BL *	21.67	13.45
	Instant Savings		(5.68)
	Coupon No. 7771762750127018		(2.54)
	LOGITECH M310 WRLS *		
1	097855066237	17.99	12.61
	Instant Savings		(3.00)
	Coupon No. 7771762750127018		(2.38)
1	BOSTITCH 8210R-BLK	3.46	2.91
	Coupon No. 7771762750127018		(0.55)
1	IR 81N SCISSORS NS	9.99	8.40
	Coupon No. 7771762750127018		(1.59)
1	STAPLES BLUE MOUSE	9.99	8.40
	Coupon No. 7771762750127018		(1.59)
1	SHARPIE FINE RED	1.99	1.67
	Coupon No. 7771762750127018		(0.32)
1	TRU RED 20/92 IRM	6.49	5.46
	Coupon No. 7771762750127018		(1.03)

Subtotal 52.90  
CALIFORNIA 9.5%

Total 57.93  
MASTERCARD USD\$57.93  
Card No. : XXXXXXXXXXXX2667 [C]  
Chip Read  
Auth No. : 087761  
Mode.: Issuer  
AID.: A0000000041010  
TVR.: 0000008000  
IAD.: 01106070012200007E980000000000000000F  
TSL.: E800  
ARC.: 3030

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SC	Fuel Points	
	KRO SLDR QRT FRZ B	3.69 T
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	KRO SANDWICH BAG	2.49 T
	KRO PLATE	6.99 T
	DELI TRAY	30.99 F
	RALPHS rewards CUSTOMER *****2531	
	TAX	1.44
	**** BALANCE	47.59

Studio City CA 91604  
MASTERCARD Purchase  
\*\*\*\*\*2667 - C  
REF#: 076756 TOTAL: 47.59  
AID: A0000000041010  
TC: 8FACA25443036FA2

MASTERCARD 47.59  
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 5  
12/11/23 01:44pm 133 503 105 999999503

\*\*\*\*\*  
Annual Card Savings \$28.89

\*\*\*\*\*  
Fuel Points Earned Today: 46  
Total Dec Fuel Points: 122

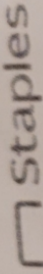
\*\*\*\*\*  
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Sale

Register: 3  
Store: 180  
Time: 1:40 PM  
Date: 12/20/23  
Cashier: 1923149  
Transaction: 35182

REWARDS NUMBER 5482504304

QTY	Item	Price	Amount
1	SPLS GEL MUSH PAD 718103435657	13.99	13.99
1	IR DND HIGH LIGHTER 718103362405	3.99	3.99
1	EXPO MAGNETIC CHES 071641099340	6.99	6.99

Subtotal 24.97  
CALIFORNIA 9.5% 2.37

Total 27.34  
USD\$27.34

MASTERCARD

Card No. : XXXXXXXXXX2667 [C]

Chip Read

Auth No. : 030514

Mode.: Issuer

AID.: A0000000041010

TVR.: 0000008000

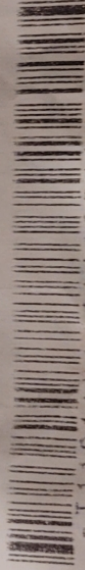
IAD.: 0110607001220000F99C00000000000000F

TSI.: E800

ARC.: 3030

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# Invoice

Invoice number: 4858541126

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Mountain View, CA 94043  
United States  
Federal Tax ID: 77-0493581

## Bill to

Treasurer, Leslee Jones  
myhunc.org  
Hollywood United NC  
200 N Spring Street, Suite 2005  
Los Angeles, CA 90028  
United States

## Details

Invoice number .....4858541126  
Invoice date .....Nov 30, 2023  
Billing ID .....3288-8062-9811  
Domain name .....myhunc.org

## Google Workspace

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Total in USD **\$100.80**

## Summary for Nov 1, 2023 - Nov 30, 2023

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Subtotal in USD	\$100.80
Tax (0%)	\$0.00
Total in USD	\$100.80

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Nov 1 - Nov 30	14	100.80
Subtotal in USD				\$100.80
Tax (0%)				\$0.00
Total in USD				<b>\$100.80</b>

**Need help understanding the charges on your invoice?** [Click here for detailed explanations](https://support.google.com/a?p=gsuite-bills-and-charges)  
<https://support.google.com/a?p=gsuite-bills-and-charges>



SHEILA  
IRANI

C

TIMED ORDER 12/4/20 #8131 Domino's Piz  
#247 (323) 463-7044  
PAID 12/4/2023 5:46 PM  
Est Order Ready: 5:53 PM

SUMMARY

#247

1-Caesar Packets  
1-Chicken Caesar Salad  
1-Express Napkin 2-Ply  
1-Forks Individually Wrapped

2-14" HandToss Pizza  
TOTAL ITEMS: 6

ORDER: Oven

1 14" HandToss Pizza \$22.49  
Extra Original Sauce,  
Extra Sausage, Onion  
1 14" HandToss Pizza \$27.74  
No Original Sauce,  
Extra Garlic Parmesan Sauce,  
Extra Pizza Cheese, Fresh Spinach,  
Diced Tomatoes,  
Extra Premium Chicken  
TOTAL BOXES: 2

ORDER: Non-Oven

1 Pre Packed Salad Chicken Cae \$7.99  
1 Caesar Packets Inclu.

COUPONS/ADJUSTMENTS

Carryout LG 5T,5T Pan, or 5T G -\$24.00  
(5162)

Sub Total \$34.22  
Tax 1 \$3.25  
Total \$37.47

PAYMENTS

Amount Tendered \$37.47  
Balance Due \$0.00

Now Hiring. Apply at jobs.dominos.com  
Please Call Again

CREDIT CARD  
ORDER

Payment Status: 5 APPROVED

8131  
Domino's Pizza  
(323) 463-7044

12/4/2023 6:04 PM  
Order 247 Server 7930

Carry-Out  
SHEILA IRANI  
(323) 467-4067

MASTERCARD  
CHIP

CREDIT CARD # XXXXXXXXXX2667  
REFERENCE 650819011392  
APPROVAL CODE 007281

Amount \$37.47  
Tip \$0.00  
Total \$37.47

I AGREE TO PAY THE ABOVE TOTAL  
AMOUNT ACCORDING TO CARD ISSUER  
AGREEMENT

AID: A0000000041010  
PAN: 02  
TVR: 0400008000  
TSI: E800  
CVM RESULTS: 1E0300  
IAD: 0110A0000122000000000000000000  
CID: 80





**COMMITTEE MEMBERS:**  
 Erica Pitt  
 Anthea Brown  
 Michaela Brown  
 Christopher Kelly  
 Madeline Rios-Rivera

**HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL**  
 Certified Council 902  
 P.O. Box 5175 Los Angeles, CA 90078  
 www.MyHUNC.org email us at info@MyHUNC.org  
 Find us and like us on Facebook at: www.facebook.com/hollywoodunitedneighborhoodcouncil  
 Sign up for our newsletter: http://myhunc.org

**COMMITTEE MEETING**  
**Bylaws Committee**  
 Tuesday, December 26, 2023, 6:00 PM  
 Fire Station 82 Annex  
 1800 N. BRONSON AVENUE, L.A., CA 90028  
 Second Floor Conference Room

It is the policy of the Council to provide the public with the opportunity to be heard on all matters. For more information, contact Erica Pitt, at (213) 978-3070. Your comment electronically through the Council's website is also accepted.

**AGENDA**  
 1. Roll Call  
 2. Review of Second Draft of Bylaws, Erica Pitt and Erica Galtis, and further changes from committee to bylaws as final meeting before presenting changes to full Board  
 3. Public Comment on items not on the Agenda 1 minute each  
 4. Motion to move final edited bylaws as approved by committee to full Board  
 5. Old/Outgoing Business  
 6. New/Future Business

Page 1 of 2

**Adjournment**

As a general policy under Title 9 of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and does not regard or provide reasonable accommodations to persons except through its programs, services, and activities. Fair housing accommodations, reasonable working practices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 10 business days in advance of the meeting by contacting the Department of Neighborhood Engagement by calling (213) 978-3301 or email: [dneng@lacity.org](mailto:dneng@lacity.org).

**Public Posting of Agenda**  
 Neighborhood Council agendas are posted for public review as follows:  
 • LAFD Board Room at 1800 N Bronson Avenue  
 • www.myhunc.org  
 • You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS) <https://www.lacity.gov/ens> or [neighborhoodcouncil@lacity.org](mailto:neighborhoodcouncil@lacity.org).

**Notice to Full Representation**  
 If you are unable to attend, attend, or speak at this meeting, City law may require you to register as a limited and report your absence. See Los Angeles Municipal Code Section 48.02 et seq. More information is available at [www.lacity.org/legislative](http://www.lacity.org/legislative). For more information, please contact the Ethics Commission at (213) 978-3300 or [ethicscommission@lacity.org](mailto:ethicscommission@lacity.org).

**Public Access to Records**  
 In compliance with Government Code section 54957.5, non-essence writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at [www.myhunc.org](http://www.myhunc.org) or at an electronic meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Erica Pitt at (213) 978-3070 for an email at [Erica.pitt@lacity.org](mailto:Erica.pitt@lacity.org).

**Recruitment and Outreach Process**  
 For information on the Council's process for board recruitment, stakeholder engagement, or any other procedural matters related to the Council, please contact the Council. The slides are available at our Board meetings and our website [www.myhunc.org](http://www.myhunc.org).

Page 2 of 2



**STUDIO CITY PLAZA  
LOCK**

3952 LAUREL CYN BL  
STUDIO CITY, CA 91604  
8187636644

www.studiocitylock.com

Transaction **101828**

<b>Total</b>	<b>\$12.00</b>
CREDIT CARD SALE	\$12.00
MASTERCARD 2667	

Retain this copy for statement  
validation

05-Dec-2023 12:49:33P  
\$12.00 | Method: CONTACTLESS  
MASTERCARD  
XXXXXXXXXXXX2667  
Reference ID: 333900554249  
Auth ID: 073802  
MID: \*\*\*\*\*5885  
AID: A0000000041010  
AthNtwkNm: MASTERCARD

Thank you for shopping with us

Online: <https://clover.com/p/0MVX34SYZ1HJY>



0MVX34SYZ1HJY

Payment 0MVX34SYZ1HJY



# Mailchimp Invoice

## MC09419222

### Issued to

Sheila Irani  
Hollywood United NC  
treasurer@myhunc.org  
Office phone: 3237937868  
200 N Spring st  
Los Angeles, CA 90012

### Issued by

Mailchimp  
c/o The Rocket Science  
Group, LLC  
675 Ponce de Leon Ave NE  
Suite 5000  
Atlanta, GA 30308  
[www.mailchimp.com](http://www.mailchimp.com)  
Tax ID: US EIN 58-2554149

### Details

**Order #** MC09419222  
**Date Paid:** December 07,  
2023 02:23 AM Los Angeles

### Billing statement

---

#### Monthly plan

1001 - 1500 subscribers.

**\$39.00**

---

**Paid via Mast** ending in **2667** which expires  
**12/2026**  
on December 07, 2023

**\$39.00**

---

Balance as of December 07, 2023
---------------------------------

**\$0.00**

If a refund is required, it will be issued in the purchase currency for the amount of the original charge. Sales Tax was not applied to this purchase.

[Looking for our W-9?](#)

**Neighborhood Council Funding Program  
APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: \_\_\_\_\_

**SECTION I - APPLICANT INFORMATION**

1a) \_\_\_\_\_  
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) \_\_\_\_\_  
Organization Mailing Address City State Zip Code

1c) \_\_\_\_\_  
Business Address (if different) City State Zip Code

1d) PRIMARY CONTACT INFORMATION:

\_\_\_\_\_  
Name Phone Email

2) Type of Organization- Please select one:  
 Public School (not to include private schools) Attach Signed letter on School Letterhead or  501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter

3) \_\_\_\_\_  
Name / Address of Affiliated Organization (if applicable) City State Zip Code

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.  
(Grants cannot be used as rewards or prizes for individuals)

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No     Yes    If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No     Yes    If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ \_\_\_\_\_

10a) Start date: \_\_\_/\_\_\_/\_\_\_ 10b) Date Funds Required: \_\_\_/\_\_\_/\_\_\_ 10c) Expected Completion Date: \_\_\_/\_\_\_/\_\_\_  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No     Yes    If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes     No    **\*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*  
 \_\_\_\_\_ Executive Director \_\_\_\_\_ 09/29/23  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
 \_\_\_\_\_ \_\_\_\_\_ Chris Lamond \_\_\_\_\_  
 PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification Form



<b>NC Name:</b> Hollywood United	<b>Meeting Date:</b> 10/24/2023, Fire Station 82 Annex
<b>Budget Fiscal Year:</b> 2023/2024	<b>Agenda Item:</b> 9B

**Board Motion and/or Public Benefit Statement (CIP and NPG):** Discussion and possible motion to approve a Neighborhood Purposes Grant by Hollywood Food Coalition of up to \$2000 for a quantity of 285, \$7 laundry vouchers used at Luxe Laundries (Wash on Western) for Hollywood Food Coalition to distribute for the next 6 months.  
 Motion: Noelle North Norris  
 Second: Georgette Darby

**Method of Payment:** (Select One)  Check  Credit Card  Board Member Reimbursement

**Vote Count**  
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	*Recused
Sheila Irani	Homeowner Area #1	●					
Jim Van Dusen	Geographic Area #2	●					
Georgette Darby	Unclassified #2	●					
John Schaefer	Geographic Area #3	●					
Chad McMurray	Geographic Area #4	●					
Paul Barbosa	Business Area A	●					
Shane Kalminski	Business Area B	●					
Leslee Jones	Renter Area B				●		
Mark Millner	Renter Area C				●		
Maria Anna Kochoa	Unclassified #1		●				
Oliver Alvarez	At-Large	●					
Noelle North Norris	Non-Profit Faith Based Organization	●					
Vacant	Homeowner Area #3						
Vacant	Business Area C						
Vacant	Geographic Area #1						
Vacant	Youth						
Vacant	Non-Profit Faith Based Organization						
Vacant	Renter Area A						
Vacant	Geographic Area #5						
Vacant	Education Organizations						
<b>Board Quorum:</b> 10	<b>Total:</b>	9	1	0	2	0	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

<b>Authorized Signature</b> <i>Leslee Jones</i>	<b>Authorized Signature</b> <i>Sheila Irani</i>
<b>Print/Type name:</b> Leslee Jones	<b>Print/Type name:</b> Sheila Irani
<b>Date:</b> 10/25/2023	<b>Date:</b> 10/25/2023



# Neighborhood Council Bylaws Template



# How to read this Template

The Department of Neighborhood Empowerment (“Department”) has created this document to provide neighborhood councils support when establishing or revising bylaws. Because each neighborhood is unique, each neighborhood council bylaws are unique. Nevertheless, actions taken by the City Council and the Board of Neighborhood Commissioners offer some common structure and language that each neighborhood council must follow. This document helps you understand where you are invited to adopt your own language and where the language proposed cannot be amended. When the language is made mandatory, you’ll always find the reference to the governing authority imposing it. To reflect the diversity of existing bylaws, the Department has also included in this template optional language or different options possible on some sections. Of course, you are not limited to these options.

## Legend

Example of text	This text cannot be modified and must appear in your bylaws
Example of text	Optional language or possible choices or need to insert your text
Example of text	Comments (reference to governing document, department’s Recommendation). This text won’t appear in your final bylaws.
Example of text	Recommended by the Department of Neighborhood Empowerment or the office of the City clerk

You can access an editable version of this template by downloading the version available [here](http://tiny.cc/NCBylawTemplateEditable): <http://tiny.cc/NCBylawTemplateEditable>.

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Per the Board of Neighborhood Commissioners (BONC) [Bylaw Table of Contents Policy 2010-03 \(Eff. 10/05/10\)](#), all Neighborhood Councils are required to incorporate the Bylaw Table of Contents into their Bylaws in the order laid out below.

Please note that the Table of Contents **cannot** be altered in any manner.

For sections that do not apply to the Neighborhood Council, e.g., “Internal Boundaries”, please state in that section “**Not Applicable.**”

For sections on which the Neighborhood Council chooses to be silent, please state, “**Intentionally Left Blank.**”

For sections that include board seat names, (e.g., Article V and Attachment B), please ensure board seat names are listed the same for consistency (especially capitalization and hyphen usage such as at large vs. At-Large, etc.).

The Department of Neighborhood Empowerment highly recommends that Neighborhood Council address all the issues in the Bylaws Table of Contents in their bylaws with any necessary clarifications in Standing Rules.

---

## Bylaws Table of Contents

**Article I      NAME**

**Article II     PURPOSE**

**Article III    BOUNDARIES**

**Section 1: Boundary Description**

**Section 2: Internal Boundaries**

**Article IV   STAKEHOLDER**

**Article V    GOVERNING BOARD**

**Section 1: Composition**

**Section 2: Quorum**

**Section 3: Official Actions**

**Section 4: Terms and Term Limits**

**Section 5: Duties and Powers**

**Section 6: Vacancies**

**Section 7: Absences**

**Section 8: Censure**

**Section 9: Removal**

**Section 10: Resignation**

**Section 11: Community Outreach**

**Article VI   OFFICERS**

**Section 1: Officers of the Board**

**Section 2: Duties and Powers**

**Section 3: Selection of Officers**

**Section 4: Officer Terms**

**Article VII   COMMITTEES AND THEIR DUTIES**

**Section 1: Standing**

**Section 2: Ad Hoc**

**Section 3: Committee Creation and Authorization**

**Article VIII MEETINGS**

**Section 1: Meeting Time and Place**

**Section 2: Agenda Setting**

**Section 3: Notifications/Postings**

**Section 4: Reconsideration**

**Article IX FINANCES**

**Article X ELECTIONS**

**Section 1: Administration of Elections**

**Section 2: Governing Board Structure and Voting**

**Section 3: Minimum Voting Age**

**Section 4: Method of Verifying Stakeholder Status**

**Section 5: Restrictions on Candidates Running for Multiple Seats**

**Section 6: Other Elections Related Language**

**Article XI GRIEVANCE PROCESS**

**Article XII PARLIAMENTARY AUTHORITY**

**Article XIII AMENDMENTS**

**Article XIV COMPLIANCE**

**Section 1: Code of Civility**

**Section 2: Training**

**Section 3: Self Assessment**

**ATTACHMENT A - Map of Neighborhood Council**

**ATTACHMENT B - Governing Board Structure and Voting**

## ARTICLE I NAME

The name of this Neighborhood Council shall be the **[INSERT NAME]** Council (“Council”).

## ARTICLE II PURPOSE

The purpose is defined in the [Charter section 900](#)

The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood..

A. The **MISSION** of the Council is:

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

B. The **POLICY** of the 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 Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in the Council’s 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 Council and 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 Stakeholders to participate in activities of the 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, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

## **ARTICLE III BOUNDARIES**

The Council covers a geographic area described below.

### **Section 1: Boundary Description**

The Council represents Stakeholders within the following geographic boundaries (see Attachment A):

- A. **NORTH** - [INSERT DESCRIPTION];
- B. **EAST** - [INSERT DESCRIPTION];
- C. **SOUTH** - [INSERT DESCRIPTION];
- D. **WEST** - [INSERT DESCRIPTION].

The boundaries of the Council are set forth in Attachment A - Map of [INSERT NAME OF NEIGHBORHOOD COUNCIL] Council.

### **Section 2: Internal Boundaries**

[INSERT DESCRIPTION IF APPLICABLE OR IF NONE, STATE "Not Applicable."]

## ARTICLE IV STAKEHOLDER

These definitions of Stakeholder and Community Interest Stakeholder are from the [Administrative Code Sec. 22.801.1.](#) and cannot be changed

Review entire bylaws language and replace, where applicable

- Replace/Change “community based organization” to “Community Organization”
- Eliminate references to “Community Stakeholder” because of the potential confusion or Replace/Change “Community Stakeholder” to “Stakeholder” or “Community Interest Stakeholder” depending upon what is meant. Note “Stakeholder” or “community stakeholder” definition: It’s either someone who lives, works, owns real property OR qualifies as a “community interest stakeholder”. (For example, applicable in instances with “At-Large” Board seat)

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the Neighborhood Council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder,” “Community Interest Stakeholder,” and their related terms are defined by City Ordinance and cannot be changed without City Council

action. See Los Angeles Charter Section 906(a)(2) and [Los Angeles Administrative Code Section 22.801.1](#)]

## ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the governing body of the Council.

### Section 1: Composition

The Board shall consist of **[INSERT NUMBER]** Stakeholders elected, selected, or appointed.

The composition of the Board shall be as follows:

#### **[SAMPLE BOARD SEAT DESCRIPTIONS]**

- A. **Homeowner Stakeholder Board Members (#)** – Open to Stakeholders eighteen (18) years of age or older who own a residence located within the Council boundaries.
- B. **Renter Stakeholder Board Members (#)** – Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the NC boundaries.
- C. **Business Stakeholder Board Members (#)** – Open to Stakeholders eighteen (18) years of age or older who work at or own a business or business property within the NC boundaries.
- D. **Organizational Stakeholder Board Members (#)** – Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group<sup>1</sup>, faith-based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the Council boundaries.
- E. **Senior Stakeholder Board Member (#)** – Open to Stakeholders sixty-five (65) years of age or older.
- F. **Youth Board Member (#)** - Open to Stakeholders between the ages of fourteen (14) years or older and no more than seventeen (17) years of age, at the time of election or selection.

---

<sup>1</sup> Per the office of the city clerk, at the date of issuance of this template, Parents of University students are not eligible as stakeholders. Nevertheless, Parents of students in K-12 class are eligible.

G. **At-Large Stakeholder Board Members (#)** – Open to Stakeholders at least eighteen (18) years of age.

Per the [Administrative Code section 22.810.1 \(b\)\(2\)\(C\)\(iii\)\(1\)](#): No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

The Department recommends adding the following language:

**[Option 1]** When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, their position shall be deemed vacant.

or

**[Option 2]** Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board. However, Board Members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected

The Department recommends adding the following language:

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department’s procedure, at the request of the Board.

## **Section 2: Quorum**

The quorum shall be **[INSERT NUMBER]** members of the Board. Board and Committees shall have a fixed quorum number. Floating quorum is not allowed.

## **Section 3: Official Actions**

Unless specified otherwise in these Bylaws, official action is taken at a meeting at which a quorum is met by a simple majority vote by the Board Members **[SELECT ONE: “present” OR “present and voting” OR “the total Board” ]**. **[SELECT ONE: “Abstentions are treated as a non-vote [recommended by department].” OR “Abstentions are treated as a “Yes” vote.” OR “Abstentions are treated as a “No” vote.”**

Here are some explanations on how to understand the different options:

### *Scenario 1:*

*Present & Abstentions are treated as a non-vote: Need a simple majority of Yes of present (Abstentions acts as a No vote)*

Scenario 2:

Present & Abstentions are treated as a “Yes” vote: Need of simple majority of present of Yes and Abstentions to pass.

Scenario 3:

Present & Abstentions are treated as a “No” vote: Need of simple majority of present of Yes to pass.

Scenario 4:

Present and Voting & Abstentions are treated as a non-vote: Need a simple majority of Yes among members who voted Yes or No (Abstentions acts as a No vote)

Scenario 5:

Present and voting & Abstentions are treated as a “Yes” vote: Need of simple majority of voting members of Yes and Abs to pass.

Scenario 6:

Present and Voting & Abstentions are treated as a “No” vote: Need of simple majority of voting members of Yes to pass.

Scenario 7:

Total board & Abstentions are treated as a non-vote: Need a simple majority of Yes of total board seats (Abstentions acts as a No vote)

Scenario 8:

Total board & Abstentions are treated as a “Yes” vote: Need of simple majority of total board seats of Yes and Abs to pass.

Scenario 9:

Total board & Abstentions are treated as a “No” vote: Need of simple majority of total board seats of Yes to pass.

Department’s Recommendation:

Scenario 4: Present and Voting & Not including Abstentions. An abstention is treated as a non-vote.

## Section 4: Terms and Term Limits

Board Members shall serve a: [SELECT ONE “two (2)” OR “four (4)” OR “\*four (4) year staggered term”] commencing after being seated. There are: [SELECT ONE: “no term limits” OR “Beginning in (INSERT YEAR, e.g., 2019)”], Board Members may only serve [INSERT NUMBER] consecutive years on the Council Board.

**[\*Description of Staggered Terms.]**

Department's Recommended language when *establishing* staggered seating for the first time:

The following Board seats will initially serve two (2) year terms in **[INSERT YEAR, e.g., 2023]** and then be elected to four (4) year terms in **[INSERT YEAR, e.g., 2025]**:

Area 1 Stakeholder Board Member  
Area 3 Stakeholder Board Member  
Renter Stakeholder Board Member  
Community Organization Stakeholder Board Member  
At-Large Stakeholder Board Member seats 1 and 2

The following Board seats will be elected to four (4) year terms in **[INSERT YEAR, e.g., 2023]**:

Area 2 Stakeholder Board Member  
Area 4 Stakeholder Board Member  
Business Stakeholder Board Member  
Youth Board Member  
At-Large Stakeholder Board Member seat 3

Department's Recommended language for staggered seating:

The following Board seats shall be elected to serve a four (4) year term in **[INSERT YEARS, e.g., 2023]** and elected every four (4) years thereafter:

Area 1 Stakeholder Board Member  
Area 3 Stakeholder Board Member  
Renter Stakeholder Board Member  
Community Organization Stakeholder Board Member  
At-Large Stakeholder Board Member seats 1 and 2

The following Board seats shall be elected to serve a four (4) year term in **[INSERT YEARS, e.g., 2025]** and elected every four (4) years thereafter:

Area 2 Stakeholder Board Member  
Area 4 Stakeholder Board Member  
Business Stakeholder Board Member  
Youth Board Member  
At-Large Stakeholder Board Member seats 3 and 4

## **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 City 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.

## **Section 6: Vacancies**

If a Board seat becomes vacant, the Board may choose to verify Stakeholder status of an individual filling the vacant seat or may choose to request the Department do so following its internal procedure(s).

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

### **[SELECT ONE]**

#### **[Option 1] Board Fills Vacancies**

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- B. The Board shall cause the matter to be placed on the agenda for the next **[Option: regular]** meeting of the Board.
- C. The Board shall vote on the application at the meeting. If multiple applications for one 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 election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

**OR**

#### **[OPTION 2] President Fills Vacancies with Board Approval**

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the

discretion to appoint a Stakeholder to fill the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to the ratification by the Board by **[OPTION: the voting method required for official action OR Define another method of action such as majority vote of the Board or 2/3...]**The appointed applicant's term shall be limited to the term for the vacated seat.

## Section 7: Absences

In this section, the Department recommends against language permitting “excused” absences. If you decide to allow excused absences, the Department invites you to provide a definition of an excused absence and how such excused absences are requested, received, and memorialized. The Department recommends using strict objective criteria to define excused absences. It must be applied fairly and uniformly.

Any Board Member who misses **[INSERT NUMBER]** regularly scheduled consecutive Neighborhood Council **[Option: Regular]** Board Meetings or, optionally, **[INSERT NUMBER]** total **[Option: Regular]** Governing Board Meetings during any twelve (12) month **[Select One: Fiscal Year or Calendar or Anniversary or Rolling]** period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council’s Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, **[SELECT ONE: “the Council Presiding Officer shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant.” OR “the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member.”]** Any meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

The removal for absences of a board member requires a board action and cannot be automatic. Make sure to note in the minutes the number and dates of meetings from which the board member was absent.



## Section 8: Censure

This section **cannot** be changed since this is direct language from the Board of Neighborhood Commissioners (BONC) Resolution on a [Uniform Policy for Board Member Censure – Policy 2020-03 \(Eff. 03-03-2020\)](#).

The purpose of the censure process is to place a Board Member on notice of misconduct and to provide the Board Member with an opportunity to correct the misconduct. The Neighborhood Council may censure any Board Member at a regular or special meeting open to the public following a good-faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board Member:

1. A motion to censure a Board Member may be initiated by any three (3) Board Members. Those Board Members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

2. The Board Member, group of Board Members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board Member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board Member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board Member should be censured. The Board Member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a Board Member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

## Section 9: Removal

This section **cannot** be changed since this is direct language from the Board of Neighborhood Commissioners (BONC) Resolution on a [Uniform Policy for Board Member Removal- Policy 2020-04 \(Eff. 04-04-2020\)](#).

Any Board Member may be removed by the Neighborhood Council for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board Member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to

the Commission Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board Member:

1. A motion to remove a Board Member may be initiated by any three (3) Board Members. Those Board Members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the Board Member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board Member, group of Board Members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.
3. The Board Member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board Member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board Members. The Board Member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority

vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board Member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board Member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
  - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
  - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
  - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
  - d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
  - e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board Member or return the matter to the Neighborhood Council for further consideration.
  - f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board Member will be considered reinstated.

- g. During the period of appeal the Board Member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
  - h. If the matter is returned to the Neighborhood Council for further consideration the Board Member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board Members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

## **Section 10: Resignation**

Board Member resignation must be submitted in writing to an executive officer and should include the secretary. The position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit their resignation to an executive officer and should include the secretary. If the Stakeholder status of a Board Member is challenged, then the Department will contact the board member, verify the Stakeholder status using its procedure.

## **Section 11: Community Outreach**

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

### **[ADDITIONAL OUTREACH OPTIONS]**

- The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the Council meeting.
- The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.

- ❑ In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include email blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.
- ❑ 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**

Warning: The executive committee cannot be composed of more than a majority of the quorum members. For example, if the Quorum is 9, the majority of quorum is 5, therefore the executive committee can have only 4 Board Members/officers. If there are more officers than the majority of the Quorum, the Department recommends listing the officers that are members of the Executive Committee.

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 act as the chief executive of the Council and shall preside at all Council meetings.
- B. The Vice President shall serve in place of the President if the President is unable to serve.

- C. The Secretary shall keep minutes of all Board meetings in accordance with *BONC Policy*. 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 the Council.
- D. The Treasurer shall perform duties in accordance with City policies and procedures.

### Section 3: Selection of Officers

#### [SELECT ONE]

- Officer positions shall be filled [CHOOSE ONE: “annually” OR “every [INSERT NUMBER]”] years at the first official Board meeting following their election or selection in Board election years, and at the subsequent [INSERT NUMBER] year anniversary mark of the Officers’ election in Board non-election years. They serve at the pleasure of the Board.

#### OR

- Officer positions are elected during the elections of the Council.

Optional, here are examples of Officer Removal Language]:  
Officers appointed by a vote of the Board can be removed from their Officer position the same way they were appointed.

#### OR

A petition to remove a member from their position as an Officer must be made by a Board member in writing 14 days prior to a [OPTION: regular] meeting and delivered to the Chair, Secretary, and the Department representative. If such a petition is timely delivered, the item shall be placed on the agenda of the next regular or special Board meeting.

Officer positions may be revoked by two thirds (2/3) vote of Board members present and voting at a regular or special Board meeting. If the Officer is removed, the Officer position shall be filled at the next [OPTION: regular] Board meeting.

#### OR

Any Board Member who desires to remove an Officer shall present it to the Board and it shall be placed on the agenda at two consecutive [OPTION: regular] Board meetings. Removal shall take place only upon two consecutive full council meetings, both which

have two-thirds votes (voting must be by roll call) supporting removal before the Officer is removed. The individual subject to removal shall be permitted to vote.

#### **Section 4: Officers Terms**

The Officers shall serve [INSERT NUMBER] year terms and serve at the pleasure of the Board. They may stand for reelection or reappointment [CHOOSE ONE: “annually” OR “every [INSERT NUMBER]”] years.

### **ARTICLE VII COMMITTEES AND THEIR DUTIES**

All Standing and Ad Hoc Committees shall be established by 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**

This section can refer to the standing rules of your neighborhood council. In this case, make sure, standing rules are easily accessible to the public (on your website for example)

The Standing Committees of the Council are: [INSERT COMMITTEES SUCH AS: The Executive Committee, The Budget and Finance Committee, the Outreach and Communications Committee, The Planning and Land Use Committee, the Elections Committee, the Community Activities and Projects Committee, the Bylaws and Procedures Committee, the Public Safety Committee, etc.] OR [Standing Committees of the Neighborhood Council can be found in the Standing Rules]

#### **Section 2: Ad Hoc Committees**

The Board may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, and cease to exist upon the completion of its specific task.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.



## Section 3: Committee Creation and Authorization

### [CAN BE STANDING RULES INSTEAD OF BYLAWS]

- A. **Committee Authority** - All committee recommendations shall be brought to the full Board for discussion and action.
- B. **Committee Structure** – All committees shall have an established membership. **[OPTION: Standing Committees shall be composed of at least [Select a number- smaller than majority of Quorum] Board Members and may include any interested Stakeholders.**

*Note: Failure to define quorum definitions may result in a violation of the Brown Act and call the committee's actions into question.*

Ad Hoc Committees shall be composed of **[Select a number- smaller than majority of Quorum]** or fewer Board Members and may include any interested Stakeholders.

- C. **Committee Appointment** – All Committee Chairs shall be appointed by the **[SELECT ONE: “President and confirmed by the Board” OR “by the Board” OR “by the Committee members”]. [OPTIONAL LANGUAGE: “Only those Committee members who are Board members are eligible to serve as Chairman of a committee.”]** With the exception of the Executive Committee, Committee members shall be appointed by the **[Options: “Board” OR “President of the Board and confirmed by the Board” OR “by the Chair of the Committee”]**. The Committee Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- D. **Committee Meetings** – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, 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 minutes.
- F. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

The Department recommends adding language detailing how committee members are removed, mirroring the appointment process.

## ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

### Section 1: Meeting Time and Place

All meetings shall be held within the Council boundaries at a location, date and time set by the Board or their Committees.

- A. **Regular Meetings** - Regular Council 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 of time and format of the public comment period as appropriate.
- B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting.

### Section 2: Agenda Setting

Select one:

**[Option 1]** “The Executive Committee shall set the agenda for each Council meeting.”

**OR**

**[Option 2]** “The President shall set the agenda for each Council meeting .”

Optionally, you can also add

“If called by the majority of the Board, the agenda shall be set at a Brown Act Compliant public meeting.”

Optionally, can also include a stakeholder option, such as:

Any Stakeholder and/or Board members may make a proposal for action by the Council by submitting a written request to the Secretary/President. Stakeholders can also make such a request during the public comment period of a regular Council meeting. The Secretary/President shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council may consider the proposal at a Committee or Board meeting.

### **Section 3: Notifications/Postings**

The Neighborhood Council shall comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy approved by the Board of Neighborhood Commissioners. 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.

### **Section 4: Reconsideration**

Select one:

**[Option 1]** The Board may reconsider or amend its action through a Motion for Reconsideration process defined in its Standing Rules and either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred.

**OR**

**[Option 2]** 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 within any limitations that are stated in the Motion for 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 that follows the meeting where the action subject to reconsideration occurred. The Council may also convene 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 that 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 the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- 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 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 Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

- E. The Council will not enter into any contracts or agreements except through the appropriate City officials.

## **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**

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**

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This Section cannot be changed since this language amended [Section 22.814 of the Los Angeles Administrative Code](#) to establish a uniform minimum voting age under [City Ordinance 186760 \(Eff. Date 10-16-2020\)](#) under [Council File 18-0467](#).

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Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

**If your board includes a Youth Board seat elected by stakeholders:**

Regarding the eligibility to vote for the Youth Board seat, Stakeholders must be at least 14 years of age on the day of the election or selection.

### **Section 4: Method of Verifying Stakeholder Status**

The Method of verifying Stakeholder Status won't depend on the way the election is conducted (in-person, Vote-by-mail, online,...). This choice will apply to all election or selection methods.



Select one:

**[Option 1]** “Voters will verify their Stakeholder status through written **self-affirmation.**”

**OR**

**[Option 2]** “Voters will verify their Stakeholder status by providing acceptable **documentation.**”

## **Section 5: Restrictions on Candidates Running for Multiple Seats**

Select one:

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

**OR**

**[Option 2]** A candidate may declare their candidacy for more than one (1) position on the Council Board during a single election cycle.

If a candidate seeking multiple Board positions on the Council 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**

Insert any other election-related language or if none, state “Not Applicable.”

# **ARTICLE XI GRIEVANCE PROCESS**

This article makes reference to the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#). The Department strongly recommend the following language to be in compliance with the Administrative Code.

### **Grievances Submitted by a Stakeholder**

- A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#) Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
  - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
  - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with [L.A.A.C. 22.818](#) Subsection (d)(5).
- E. Only the Grievant may appeal a Board's decision pursuant to [L.A.A.C. 22.818](#) Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.
- F. [INSERT Neighborhood Council Grievance Process or refer to Standing Rules for Process]**

### **Grievances Submitted by a Board Member**

- A. Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in [L.A.A.C. 22.818](#) Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in [L.A.A.C. 22.818](#) Subsection (d)(6).

### **Regional Grievance Panel**

- A. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The Council shall use the:

Select one:

**[Option 1]** Council rules of order when conducting Council meetings as set forth in its standing rules.

**OR**

**[Option 2]** Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

**OR**

**[Option 3]** Robert's Rules of Order when conducting Council meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

These bylaws supersede the parliamentary rules mentioned above.

## **ARTICLE XIII AMENDMENTS**

There are different ways to amend your bylaws. The Department offers 2 options but others exist in the neighborhood council system. Know that any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective.  
Option 1:

- A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a **[OPTION: regular]** Council meeting.
- C. 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 Council meeting.
- D. An amendment to these bylaws requires a **[SELECT ONE “two-thirds” OR “simple majority vote”]** of the Board Members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- E. Amendments shall not be valid, final, or effective until approved by the Department and/or the Commission. Once approved, any changes in the Bylaws shall become effective immediately. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners’ approval.
- F. No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member’s term in which the amendment is approved.

**Option 2 :**

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.

Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective.

## **ARTICLE XIV COMPLIANCE**

The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department’s rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with

Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

### **Section 1: Code of Civility**

The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner pursuant to Commission and City regulations.

### **Section 2: Training**

Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

#### **Optional:**

Board members not completing mandatory trainings provided by the City within **[Select a number - 45 for example]** days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

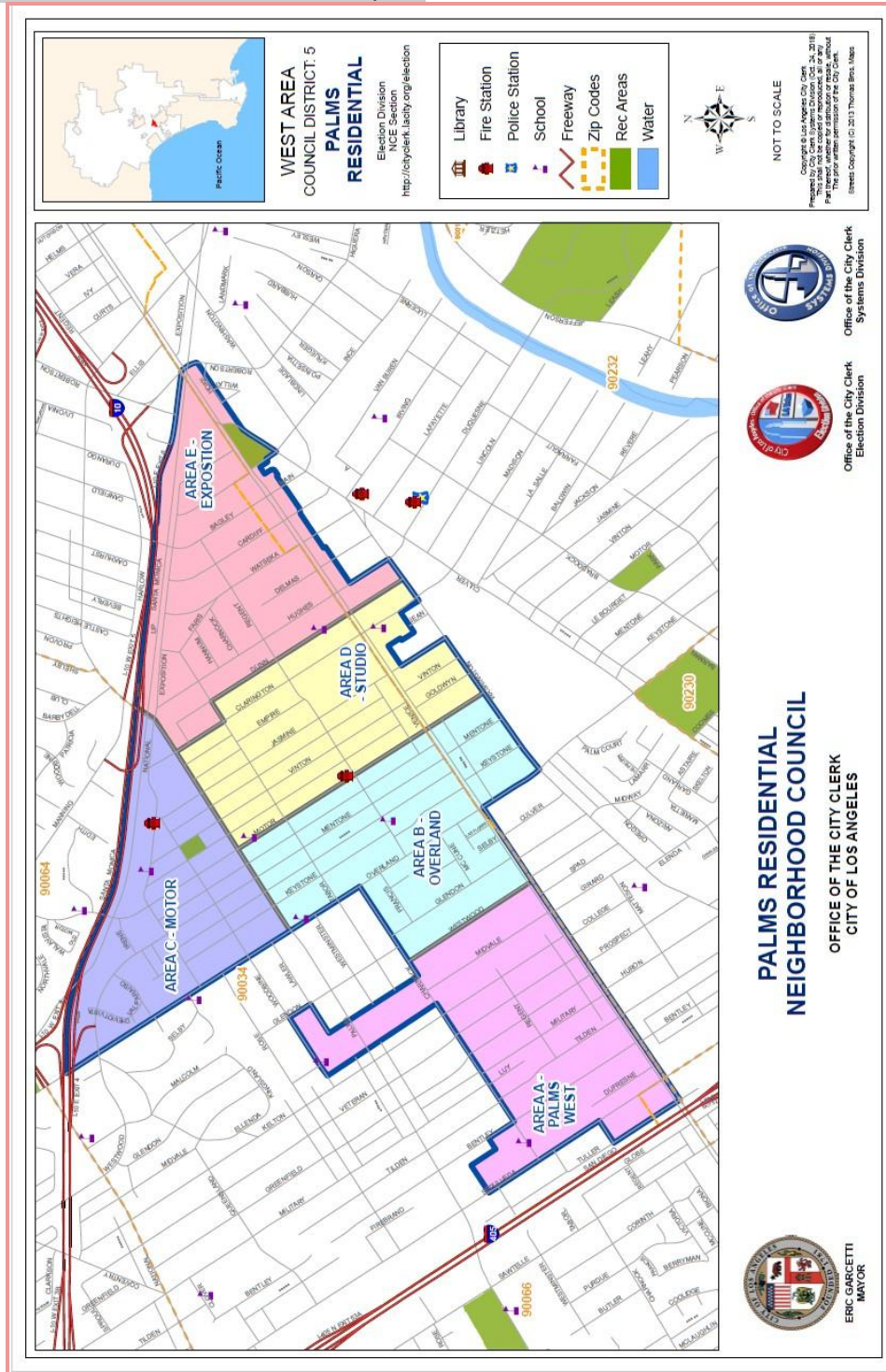
### **Section 3: Self Assessment**

The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

# ATTACHMENT A

## [PALMS NC EXAMPLE]

Please ensure internal boundaries listed in Article III, Section 2 are reflected on the NC Map."





## ATTACHMENT B

### [EXAMPLES OF BOARD SEAT AND ELIGIBILITY REQUIREMENTS]

**Elected:** Board members elected by stakeholders.

**Appointed:** Appointed by members of the Board.

**Selected:** Applicable for Neighborhood Council choosing the Selection versus Election method for filling board seats.

BOARD POSITION	NUMBER OF SEATS	ELECTED, APPOINTE D or SELECTED ?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<p>Below find sample language for Stakeholder eligibility to run and vote for positions. Where the Stakeholder eligibility for the seat has not been defined, the default eligibility to establish candidacy for the position would be the Neighborhood Council's Stakeholder definition.</p>				
<b>Community Organization Representative</b> Term: # Years	#	Elected	Any Community Interest Stakeholder at least 18 years of age. Community Interest Stakeholder is defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council]
<b>At-Large Representative</b> Term: # Years	#	Selected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b)	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a

			as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council]	substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council]
<b>Renter Representative Board Member</b> Term: # Years	#	Elected	A Stakeholder, who is at least 18 years of age and rents real property located within the boundaries of the Neighborhood Council.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council]
Below find sample language for candidacy and voter eligibility for the optional (1 maximum) Youth Board Seat				
<b>Youth Representative</b> Term: # Years	1	Select One: Appointed or Elected	Any Stakeholder, who is at least 14 years of age and no more than 17 years of age on the day of the election or selection. See Admin. Code § 22.814(c).  Stakeholder, is defined in Admin. Code § 22.801.1 as a person who lives, works, owns real property, or is a Community Interest	Any Stakeholder, who is at least 14 years of age. See Admin. Code § 22.814(c).  Stakeholder, is defined in Admin. Code § 22.801.1 as a person who lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a

			Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council].	substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council]
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Below find sample language for candidacy and voter eligibility for staggered board seats (elected) when staggered seats are established for the first time- Please pay attention to the term length and the particular seat. The example below reflects the example shared in Article V section IV when staggered seats are first established.

<b>Area 1 Stakeholder Board Member</b> Term: 2 Years	1	Elected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives in Area 1, works in Area 1, owns real property in Area 1, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries] of Area 1 of the Neighborhood Council, defined in Article III of the	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives in Area 1, works in Area 1, owns real property in Area 1, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries] of Area 1 of the Neighborhood Council, defined in Article III of the
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			bylaws.	bylaws.
<b>Area 2 Stakeholder Board Member</b> Term: 4 Years	1	Elected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives in Area 2, works in Area 2, owns real property in Area 2, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries] of Area 2 of the Neighborhood Council, defined in Article III of the bylaws.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives in Area 2, works in Area 2, owns real property in Area 2, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries] of Area 2 of the Neighborhood Council, defined in Article III of the bylaws.
<b>At-Large Stakeholder Board Member Seats 1 and 2</b> Term: 2 Years	2	Elected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council]	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council]

<p><b>At-Large Stakeholder Board Member Seat 3</b> Term: 4 Years</p>	<p>1</p>	<p>Elected</p>	<p>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council]</p>	<p>Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council]</p>
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## **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)  
Revised 1/12/04 (Amendments approved by DONE on February 6, 2004)  
Revised 1/12/04 (Amendments approved by DONE on May 12, 2004)  
Revised 1/20/05 (Amendments approved by DONE on February 23, 2005)  
Revised 1/17/06 (Amendments approved by DONE February 17, 2006)  
Revised 6/16/07 (Amendments approved by DONE June 16, 2007)  
Revised 12/17/07 (Amendments approved by DONE June 3, 2008)  
Revised 4/16/12 (Amendments approved by DONE September 15, 2012)  
Revised 1/26/14 (Amendments approved by DONE January 26, 2014)  
Revised 9/15/14 (Amendments approved by DONE November 6, 2014)  
Revised 6/11/15 (Amendments approved by DONE September 1, 2015)  
Revised 2/27/17 (Amendments approved by DONE April 5, 2017)  
Revised 8/01/18 (Administrative amendments approved by DONE August 1, 2018)  
Revised 7/1/20 (Administrative amendments approved by DONE November 10, 2020)  
Revised 3/14/22 (Amendments approved by DONE August 22, 2022)

Created from original source documents of “Franklin / Hollywood Hills Community Council Bylaws,” “Hollywood Alliance Community Council Bylaws,” “DONE template,” and various City Attorney recommendations.

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 adjusted-Dec 30, 2002; March 2009;



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## **ARTICLE I: NAME**

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

## **ARTICLE II: PURPOSE**

The purpose is defined in the Charter section 900. The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood. 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 Governing Board of Directors (“Board”), 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; and

6. To have fair, open, and transparent procedures for the conduct of all Council Business.

### ARTICLE III: BOUNDARIES

HUNC covers a geographic area described below.

#### Section 1: Boundary Description

HUNC represents Stakeholders within the following geographic boundaries (see Attachment A):

- A. North: Hollywood Sign and adjacent area
- B. East: Western side to the center of Western Avenue to Fern Dell Place north along Western Canyon to the northern boundary. Includes Griffith Park.
- C. South: Northern side to the center of Hollywood Blvd.
- D. West: Eastern side to the center of Cahuenga Ave. at Hollywood Blvd. to the 101 Freeway north along the eastern side of the John Anson Ford Amphitheatre property line, through Lake Hollywood to include the Lake Hollywood Estates neighborhood and north to the Hollywood sign.

Shared Assets

- Griffith Park is shared with Los Feliz Neighborhood Council and Atwater Village Neighborhood Council.

#### Section 2: Internal Boundaries

There are four (4) geographical 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 Theatre. Excluding the John Anson Ford Theatre, then continue to Lake Hollywood Reservoir. Through the center of Lake Hollywood Reservoir, including the neighborhood of Lake Hollywood Estates, 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 Avenue; east on Winans Avenue to Gower Street; south on Gower Street to Franklin Avenue; thence west on the middle of Franklin Avenue to Cahuenga Boulevard. and point of beginning.
2. Area #2 - Central Hillside Area, including Cheremoya Elementary School. Beginning at Franklin Avenue and Gower Street, north on Gower Street to Winans Avenue; west on Winans Avenue to Dearborn Drive; south on Dearborn Drive to Vasanta Way; Vasanta Way north to Creston Drive; north and then west on Creston Drive 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 Highway to Hollyridge Drive; south on Hollyridge Drive to its point closest to north end of Cheremoya Avenue; thence jump to the northern extremity of Cheremoya Avenue; thence south on Cheremoya Avenue to Franklin Avenue; west on the middle of Franklin Avenue to Gower Street and point of beginning.

3. Area #3 - Eastern-most hillside area, including Bronson Canyon. Starting at Cheremoya Avenue and Franklin Avenue, north on Cheremoya Avenue to its north end; jump to Hollyridge Drive at its closest point.; thence north on Hollyridge Drive to Mulholland Hwy and north on Mulholland Highway 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 Boulevard.; hence 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 Boulevard. Continue west along middle of Hollywood Boulevard to the middle of Cahuenga Blvd, north to the middle of Franklin Avenue, east to the middle of Western Avenue. ~~Continue NW along freeway to Franklin Avenue. Turn east, down the middle of Franklin Ave. to Western Ave.~~
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.

#### **ARTICLE IV: STAKEHOLDER**

These definitions of Stakeholder and Community Interest Stakeholder are from the Administrative Code Sec. 22.8011 and cannot be changed. Neighborhood Council membership is open to all Stakeholders. A "Stakeholder" shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council.

A "Community Organization" is an entity that has continuously maintained a physical street address within the boundaries of the Neighborhood Council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder”, “Community Interest Stakeholder”, and their related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Charter Section 906 (a) (2) and Los Angeles Administrative Code Section 22.801.1]



## ARTICLE V: GOVERNING BOARD

### Section 1: Composition

#### Section 1: Composition

**The Governing Board of HUNC (“Board”) shall consist of fourteen (14) Stakeholders, thirteen (13) elected by Stakeholders and/or appointed by the President and the Board and one (1) youth representative, whose vote will be advisory.**

The composition of the Board shall be as follows: All, except the Youth Representative, must be stakeholders as defined in Admin. Code §22.801.1(a) who is at least 18 years of age.

- A. **Residential** – Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A). Any Stakeholder who rents or owns their place of residence may run for these positions.
- B. **Area At-Large Seats** –Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A). Stakeholders from any Stakeholder category within one of the four (4) Geographical Areas are eligible for these Board positions.
- C. **Business/Organization** – Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A). This position can be from an educational organization, non-profit, faith-based organization, or for-profit business enterprise. A business or organization can only have one representative on the Board.
  - i. To qualify for a non-profit or faith- based seat, Stakeholders must be owners, members or staff of a 501(c)3 organization with an office that has a street address within HUNC. .
  - ii. To qualify for a for-profit business enterprise seat, any Stakeholder who works at least **forty (40) hours** per month at a storefront address, **home based business**, OR maintains or manages a commercial property or business within HUNC boundaries that provides goods and/or services available to the community at large. Organizations must be engaged in for-profit, legal, commercial activity
  - iii. Additionally, membership in local business associations within HUNC boundaries are also acceptable.
- D. **Unclassified Stakeholder** – One (1) seat. A stakeholder from any of the four Geographical Areas (see Article III, Section 2A).
- E. **Youth Representative** – One (1) seat. Youth representative shall be between fourteen (14) and seventeen (17) years of age at the time of appointment. The individual shall be nominated **by their parent or guardian**. The application may be recommended by the Executive Committee and subsequently approved by the Board and shall serve for a term of one (1) year. Candidates must reside **and/or** attend a school within the HUNC boundaries to qualify. Youth Representative can offer opinions on all matters before the Board. May be reappointed if they still meet eligibility, are

under the age of eighteen (18) upon the expiration of their term at the time of their reapplication and in good standing in attendance and participation.

No single Stakeholder/Area group as defined in the Administrative Code section 22.810.1 (b)(2)(C)(iii)(1): shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“DONE”).

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

Any member of the Board who ceases to be a Stakeholder is required to submit one's resignation to the Board. However, Board members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected.

If the Stakeholder status of a Board Member is put in question by a Stakeholder, then the Department will verify status using the Department's procedure, at the request of the Board.

**Section 2: Quorum****The quorum shall be seven (7) members of the Board. Board and committees shall have a fixed quorum number. Floating quorum is not allowed**

### **Section 3: Official Actions**

A simple majority vote by the Board members present and voting, 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. Abstentions are treated as a non-vote, e.g., need a simple majority of "Yes" among members present and voting "Yes" or "No".

### **Section 4: Terms and Term Limits**

Board members shall serve a four (4) year staggered term, except for the Youth Representative, who will serve for one (1) year, with possibility of renewal provided they meet eligibility criteria. There are no term limits. Board members must maintain their seat eligibility for the duration of their tenure. Board members must maintain both their Stakeholder status and the criteria of being in good standing for their eligibility for election to their elected seat during the remainder of the term. Otherwise, they shall forfeit their seat. In the event of force majeure, Board members may continue their Stakeholder status for up to sixty (60) days with Board approval. The Board member may remain seated up to sixty (60) days or until a replacement can be found and appointed to the seat, whichever comes first.

The following seats must go through the election process, see Article V, Section 6F, regardless of when the candidates were appointed to their position:

2025 Election for four-year terms:

All seats

### **Section 5: Duties and Powers**

The primary duties of the Board shall be to govern the HUNC and to facilitate its objectives. No individual member of the Board, other than the President, shall officially 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 type of body or organization, include but not limited to State, County, City or other public body or alliance. They may present on a standing HUNC position previously adopted by the Board or provide a statement that 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 a simple majority vote by the Board.

All Board members shall serve on at least one (1) HUNC Committee, **including as an alternate.**

### **Section 6: Vacancies**

- A. **Any Stakeholder interested in filling a vacancy on the Board may submit a written, complete application with supporting documents to any Executive Committee member for consideration at the next Executive Committee.**
- B. The Board shall cause the matter to be placed on the agenda for the next 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.

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.

- E. Persons selected to fill a vacated seat on the Board shall serve out the term remaining of that position, but no longer than to the next scheduled election, regardless of where in the current term the appointed seat occurs. This may result in Board member(s) having to run again in their regularly scheduled election up to two years later, indicated in Article V Section 4. 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**

The President shall immediately consult with the Office of the City Attorney when considering any Board censure or removal process. Board members are expected to be on time, present for roll call, and two-thirds, if not all, voting items, otherwise they are considered absent. Board members must provide in writing to the President or Committee Chair and Vice President their absence or expected tardiness. During the meeting, if a Board Member must temporarily leave the board or committee meeting, they must announce their departure. Absences at three (3) regularly scheduled, consecutive Board meetings or, alternatively, the majority of voting items for five (5) total regularly scheduled Board or Committee meetings during any rolling twelve (12) month period, will be subject to **possible** censure by a majority vote or possible removal by a three- fourths vote. If no action is taken, the member will be restored to regular standing. No member shall be excused before adjournment if quorum is in jeopardy. Any meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Youth Representative shall be expected to maintain attendance at full board and in committee as per guidelines above within the one-year term to be considered in good standing for reappointment. While the Youth Representative is strongly encouraged to stay for the entirety of a meeting, however, the minimum requirement will be to be present for roll call and until they give their monthly report and their perspective as a Youth Representative on agenda items, including the committee on which they sit.

### **Section 8: Censure**

Uniform policy for Board Member Censure - Policy 2020-03 (Eff. 03-30-2020).

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith. The Board should present a request to remove censured board members if the behavior causing the censorship persists.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board, or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in item (1) above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

## **Section 9: Removal**

### **Uniform Policy for Board Member Censure - Policy 2020-04 (Eff. 04-04-2020)**

Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (BONC) (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board, or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the

date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in item 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion for removal.

5. The Board shall decide whether the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council’s removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper, or the Commission declines to review the matter. The Commission’s decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council’s removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

c. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.



d. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

e. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

f. During the period of appeal, the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

g. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

#### **Section 10: Resignation**

Any member of the Board who ceases to be a Stakeholder is required to submit their resignation to an Executive Committee member and should include the Secretary. The position shall then be deemed vacant. If the Stakeholder status of a Board Member is challenged, then the Department will contact the board member, verify the Stakeholder status using its procedure.

#### **Section 11: Community Outreach**

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

HUNC shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the HUNC meeting.

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

The Board shall create a plan to solicit participation from Stakeholders which may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include regularly scheduled email blasts to various organizations and/or social media sites.

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.

The Officers shall be default alternates for all standing committees to be utilized when a Committee cannot meet its quorum and unable to have its other assigned alternates attend.

The Officers shall be required to obtain all necessary training required by committee members within sixty (60) days of election to Officer and shall not be able to vote while acting as an alternate if training is not received.

#### A. The **President** shall:

1. Approve **Board** 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 a simple majority of the Board. Abstentions are not counted as a vote.
3. Appoint all committee chairs and members subject to confirmation by the Board. Only those Committee members who are members of the Board, whether by election or appointment, are eligible to serve as Chairperson of a committee.
4. Serve as spokesperson and representative of 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 and report them promptly to the Board.
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. Recommend chairmanships for committees to President.
4. Assist Committee Chairs on developing annual goals and ~~shall~~ may conduct semi-annual performance reviews during the Fiscal Year.
5. Assist the President in deciding what issues may deserve a special meeting.
6. Oversee communication efforts to inform stakeholders of important issues within our community.
7. Manage the scheduling of alternates or Executive Committee members to fulfill quorum for all upcoming Committees.
8. Serve on the Executive Committee.

#### C. The **Secretary** shall:

1. Perform the duties of 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 HUNC's records, including training requirements.
5. Create the board action certification (BAC) after Board meetings.
6. Make available to any member all communication addressed to the office of Secretary.
7. Maintain a Board member list and update it quarterly.
8. Maintain all submitted committees' meeting minutes.
9. Provide to the public any information requested as required by the Public Records Act.
10. Serve on the Executive Committee.

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, that person 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 HUNC's book of accounts as prescribed by DONE and the Office of the City Clerk.
2. Submit account statements to the Department no less than twice 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. Should oversee and confirm completion and accuracy with all supporting documents for all Neighborhood Purposes Grants prior to submission to full Board.
8. Coordinate with the Department for the preparation of an annual report.
9. 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 DONE when implementing same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting.
10. May serve as one of the two HUNC Budget Representatives, as mandated by the Department of Neighborhood Empowerment.
11. Make the HUNC financial statements, books and accounts open for inspection and copying by any member of the public upon request.
12. Serve on the Executive Committee.

### **Section 3: Selection of Officers**

Officer positions shall be filled annually at the first official Board meeting following their election and or selection in Board election years, and at the subsequent one (1) year anniversary mark of the Officers' election in Board non-election years. Board members should have at least six (6) continuous months of good standing on HUNC before running for the position of Officer. Any Board Member who desires to remove an Officer shall present it to the Board and it shall be placed on the agenda at two consecutive regular Board meetings. Removal shall take place only upon two consecutive full council meetings, both which have two-thirds (2/3) votes by roll call supporting removal before the Officer is removed. The individual subject to removal shall be permitted to vote.

#### **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 or reappointment annually. Officers seeking re-election or re-appointment must be in good standing.

### **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.

#### **Section 2: Ad Hoc Committees**

The Board may create Ad Hoc Committees as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose and limited time frame, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, and cease to exist upon the completion of its specific task.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

#### **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** – All committees shall have an established membership. Committees shall be comprised not more than five (5) Board members and may include up to four (4) interested Stakeholders. Stakeholder terms are one year and can be renewed by majority Board vote.
- C. **Committee Appointment** – All Committee Chairs **should** be Board members for at least six (6) months and in good standing and may be recommended by the Vice President, shall be appointed by the President and confirmed by the Board. Only those Committee members who are members of the Board, whether by election or appointment, are eligible to serve as Chairperson of a committee. With the exception of the Executive Committee, Committee members may be recommended by the Vice President and Committee Chairs, shall be appointed by the President and approved by the Board. The Chairs **may** keep the minutes of the meetings and shall provide regular, **written or verbal**, reports on Committee matters to the Board. See Article VI, Section 2 on Executive Committee role as alternates.

- D. **Committee Meetings** – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes **may 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 minutes.
- F. **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 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 and Committee meetings should be held at least once per quarter and may be held more frequently as determined by the Board. 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 by delivering written notice to the entire Board.

### **Section 2: Agenda Setting**

The President shall set and approve **only** Board agendas. The Committee Chairs shall generate their agendas.

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

Any Stakeholder and/or Board Member may make a proposal for action by the Board by submitting a written request to the Secretary and President or during the public comment period of a regular HUNC meeting. The Secretary or President shall promptly refer the proposal to a Standing Committee, the Committee shall consider the proposal 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 ("BONC") and specified with DONE. Notices may 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 DONE. 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 HUNC's physical posting location/s shall be kept on file with DONE.

### **Section 4: Reconsideration**

The Board may reconsider or amend its actions through a 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 within any limitations that are stated in the Motion for 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 that follows the meeting where the action subject to reconsideration occurred. The Council may also convene 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 that 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 the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- 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 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.
- E. The Council will not enter into any contracts or agreements except through the appropriate City officials.

## 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 and outlined in Article V.

### **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**

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]. **Regarding the eligibility to vote for the Youth Board seat, Stakeholders must be at least 14 years of age on the day of the election or selection.**

### **Section 4: Method of Verifying Stakeholder Status**

Voters will verify their Stakeholder status by providing acceptable documentation as defined in the Neighborhood Council Elections – Acceptable Forms of Documentation.

### **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**

### **Grievances Submitted by a Stakeholder**

- A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the Los Angeles Administrative Code (L.A.A.C.) 22.818 Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
  1. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
  2. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with L.A.A.C. 22.818 Subsection (d)(5).
- E. Only the Grievant may appeal a Board's decision pursuant to L.A.A.C. 22.818 Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.
- F. The 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.

### **Grievances Submitted by a Board Member**

Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in L.A.A.C. 22.818 Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in L.A.A.C. 22.818 Subsection (d)(6).

### **Regional Grievance Panel**

When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

The Council shall use the:

Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to the Robert's rules of order. Rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

These bylaws supersede the parliamentary rules mentioned above.

## **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 simple majority vote Board members present and voting at a duly noticed general or special meeting. All changes shall then be forwarded to Board of Neighborhood Commissioners (BONC) and Department of Neighborhood Empowerment (DONE), for review and approval.
- C. Amendments shall not be valid, final or effective until approved by BONC and DONE. 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. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners' approval.
- E. No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member's term in which the amendment is approved.

## **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 as well as all local, county, state and federal laws, including, without limitation, policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, 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 pursuant to Commission and City regulations.

## **Section 2: Training**

HUNC Board Members, whether elected, selected or appointed, are required to complete all Department of Neighborhood Empowerment mandatory trainings as found on EMPOWERLA.ORG in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their ~~period of service and must be taken within sixty (60) days of being seated. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.~~

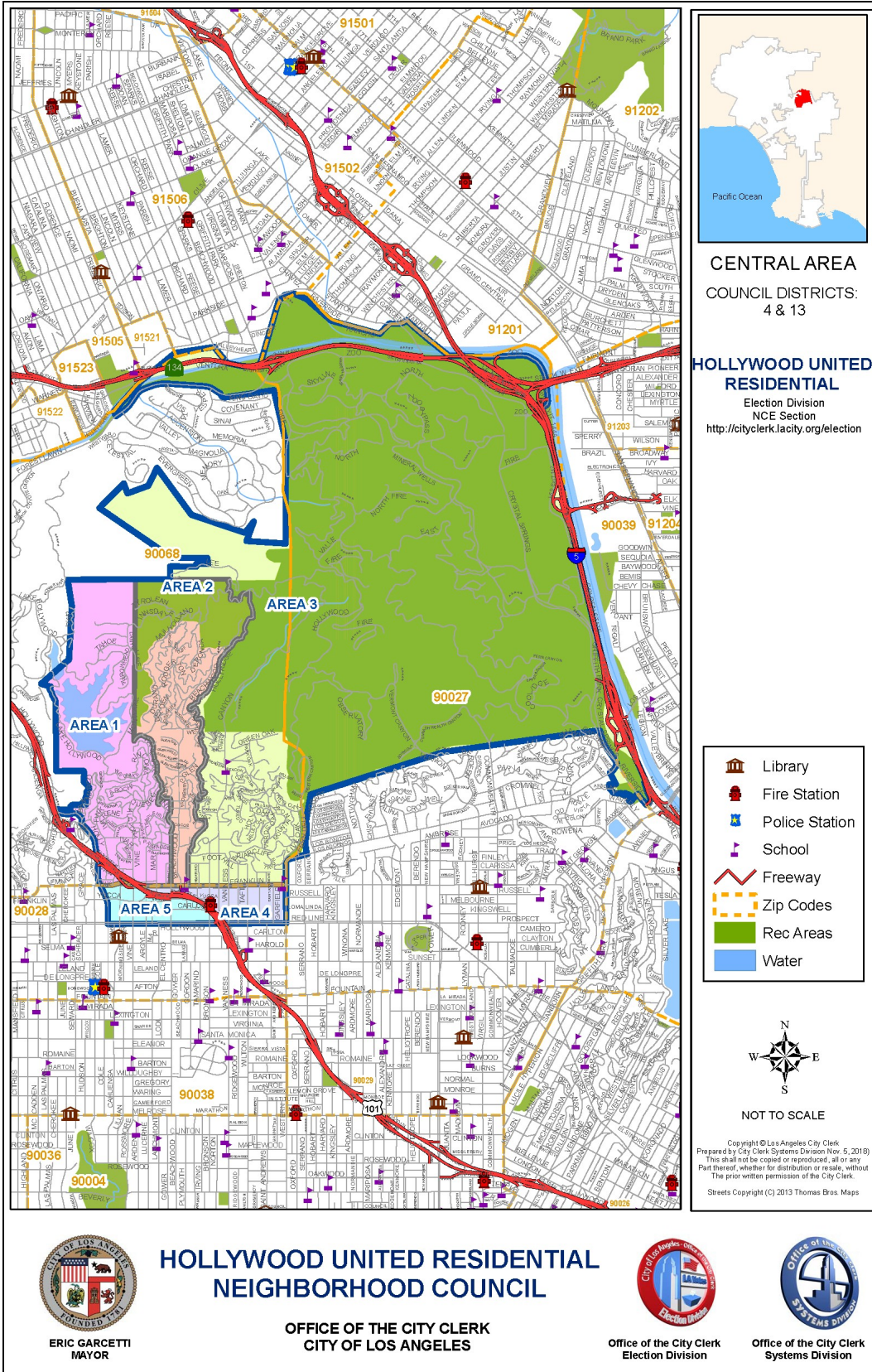
Board members not completing mandatory trainings provided by DONE within 60 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board. ~~and may be subject to loss of Committee Chair position, suspension, censure and/or removal from the Board.~~

~~Voting Committee Stakeholders are required to complete any necessary training within 60 days of being elected to their stakeholder position or being made aware of training obligations. Failure to complete the training within 60 days will result in loss of voting rights and could be grounds for expulsion from Committee.~~

## **Section 3: Self-Assessment**

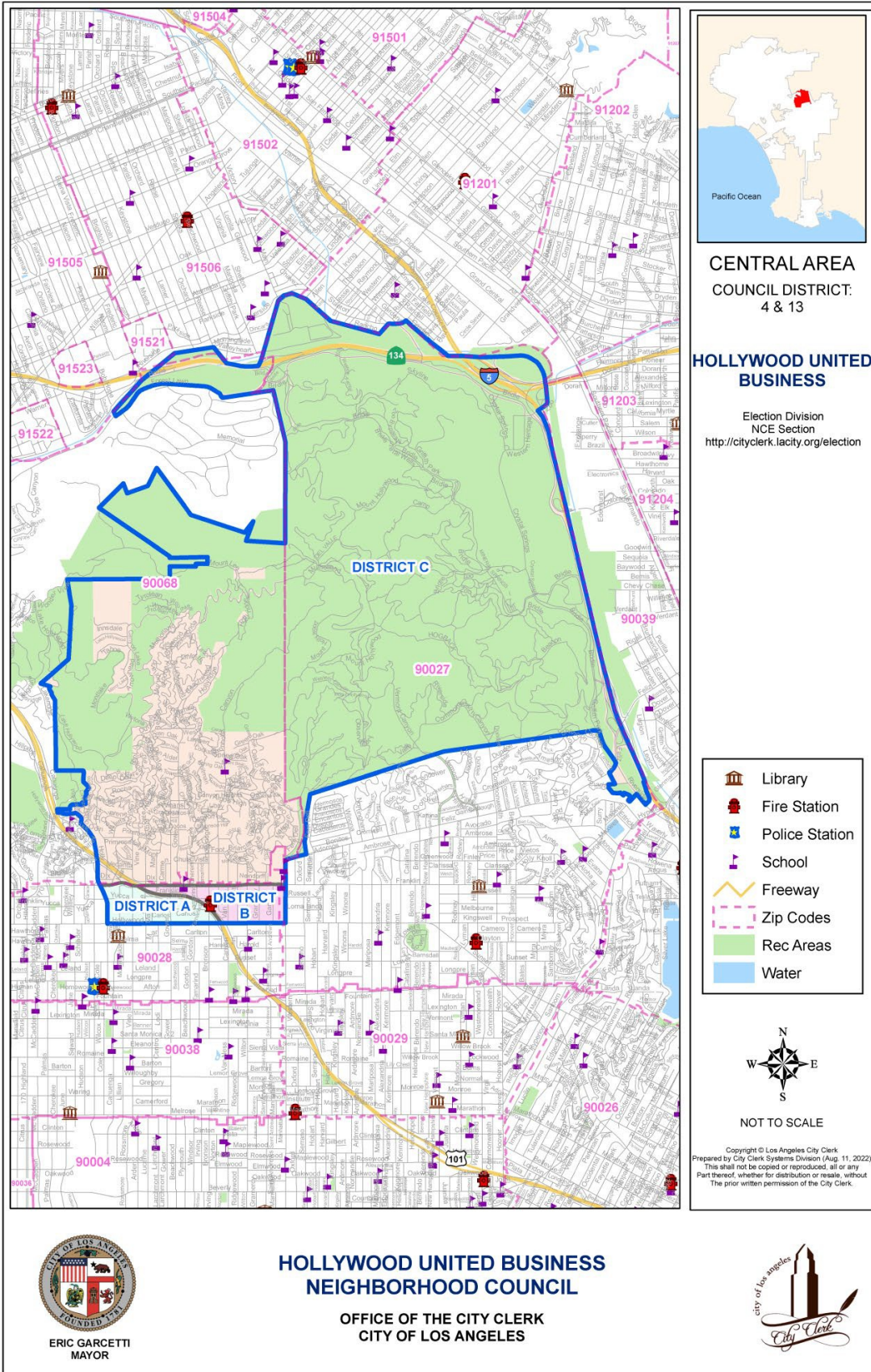
Every year, HUNC ~~may~~ conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

**COMBINE AREA 4 AND 5 ATTACHMENT A – MAPS OF HUNC**  
**ATTACHMENT A1 – Map of HUNC – Geographical Areas**





**DELETE ATTACHMENT A2 - Map of HUNC Business and Renters Areas**



**ATTACHMENT B – Governing Board Structure and Voting**

**Hollywood United Neighborhood Council – 14 Board Seats**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<p><b>Residential</b> – Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A).                      Areas 1, 2, 3, or 4                      Term:4 years                      Next election: 2025</p>	<p align="center">4</p>	<p align="center">Elected</p>	<p>A stakeholder, who is at least 18 years of age, and rents or owns real property located within the boundaries of HUNC.</p>	<p>Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 16 years of age as defined in Admin. Code §22.814(a) and lives, works, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council.</p>



<p><b>Area At-Large Seats</b> –Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A).  Area: 1, 2, 3, or 4  Term: 4 years  Next election: 2025</p>	4	Elected	Stakeholder, who is at least 18 years of age, from any (Residential or Business/Organization) Stakeholder category within one of the four (4) Geographical Areas is eligible for these Board positions.	Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 16 years of age as defined in Admin. Code §22.814(a) and lives, works, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council.
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<p><b>Business/ Organization Representative</b>  Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A).  Term: 4 Years  Next Election: 2025</p>	<p>4</p>	<p>Elected</p>	<p>A Stakeholder, who is at least 18 years of age.</p> <p>This position can be from an educational organization, non-profit, faith based organization, or for profit business enterprise. A business or organization can only have one representative on the Board.</p> <p>To qualify for a non-profit or faith- based seat, Stakeholders must be owners, members or staff of a 501(c)3 organization with an office that has a street address within HUNC boundaries .</p> <p>To qualify for a for profit business enterprise seat, any Stakeholder who works at least <b>forty (40) hours</b> per month at a storefront address, <b>home based business</b>, OR maintains or manages a commercial property or business within HUNC boundaries that provides goods and/or services available to the community at large.</p> <p>Organizations must be engaged in for-profit legal, commercial activity.</p> <p>Additionally, membership in local business associations within HUNC boundaries are also acceptable.</p>	<p>Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 16 years of age as defined in Admin.Code §22.814(a) and lives, works, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council.</p>
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Unclassified Stakeholder One (1) seat from ANY of the four (4) Geographic Areas (see Article III, Section 2A). Area: 1, 2, 3, or 4 Term: 4 Years Next Election: 2025	1	Elected	One (1) stakeholder as defined by Admin. Code § 22.801.1(a) who is 18 years as defined from any of the four Geographical Areas.	Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 16 years of age as defined in Admin. Code §22.814(a) and lives, works, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries] of the Neighborhood Council, defined in Article III

BOARD POSITION	# OF SEATS	ELECTED or APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<p><b>Youth Representative –</b>            One (1) seat.            Any Geographic Area            Reside and/or attend            educational institution            within HUNC boundary.            Term: 1 year</p> <p>e</p>	1	Elected	Any stakeholder who either resides in or attends school within HUNC boundaries and does so ongoing and is at least 14 years of age and no more than 17 years of age on the day of the election or selection. See Admin. Code § 22.814(c).	Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 14 years of age as defined in Admin.Code §22.814(a) and lives, works, attends school, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council.




**Sheila Irani (79)**  
 HOLLYWOOD UNITED NEIGHBORHOOD (79)  
 P.O. BOX 3272  
 HOLLYWOOD, CA 90078-3272  
 T: (323) 793-7868  
 E: [sheila@myhunc.org](mailto:sheila@myhunc.org)

Verdant Branded Inc  
 2547 S. Taylor Rd.  
 Cleveland Heights  
 OH  
 44118  
 T: 213-327-9198  
 E: [hello@verdantbranded.com](mailto:hello@verdantbranded.com)

Project #7025  
 Quote Q4930 Valid for 30 Days

## Quotation


11/14/2023



**Product Name:** Whistle Light/Key Chain  
**Code:** ASI-4888410

**Description:** Put an emphasis on safety no matter what time they commute at with this whistle light and key chain. This colorful and practical promo features a red light and a safety whistle and a squeeze on/off activation. Button cell batteries come included and inserted for your convenience. Choose your whistle color and add your brand to complete the promotional look. From safety campaigns to tradeshow appearances, this keychain is sure to please.

Details	Quantity	Unit Price	Total
White, 1.2500 " x 2.5000 "	150	\$0.80	\$120.00
Setup Charge	1	\$40.00	\$40.00




**Product Name:** Tri-Function LED Blinking Light  
**Code:** ASI-4888517

**Description:** Give them an easy way to stay visible during an evening commute with this tri-function blinking light. This handy promo features a red blinking light, a swivel clip for easy attachments, three different light settings and a push button on/off switch. It measures 2 1/2" diameter x 5" and comes complete with button cell batteries for your convenience.

**Imprint Detail:** Blue with white logo

Details	Quantity	Unit Price	Total
	100	\$1.79	\$179.00
Setup Charge	1	\$40.00	\$40.00



**Product Name:** Solana Softy Pen w/ Stylus  
**Code:** ASI-552077214

**Description:** Help your customers and supporters get the most from their favorite electronic devices with these cool and stylist ballpoints with soft stylus tips. The plastic Solana is 5.76" x .45" with a modern look and design with a soft-touch rubberized barrel, matching grip, chrome accents and accurate stylus.

Details	Quantity	Unit Price	Total
	250	\$0.79	\$197.50
Setup Charge	1	\$35.00	\$35.00

Project #7025  
Quote Q4930 Valid for 30 Days

# Quotation

11/14/2023

## Additional Costs

Details	Quantity	Unit Price	Total Unit Price
Shipping	1	\$56.23	\$56.23

## Shipping Address

Sheila Irani  
3219 Canyon Lake Drive  
Los Angeles CA, 90028, United States

Subtotal: \$667.73  
Sales Tax: \$63.44  
Total Order: \$731.17

## Additional Information

Logo: Hollywood United Neighborhood Council  
Colors: Blue with white imprint or White with Blue imprint

## Terms & Conditions

Unless otherwise stated, prices include customs and duties/tariffs. Any applicable freight charges or government taxes and fees will be additional unless otherwise stated. Pricing reflects current duty/tariff rates and is subject to change upon the date of implementation by US Customs. We reserve the right to overrun or underrun up to 10% and invoice accordingly. Price is contingent upon customers providing camera-ready artwork. We will notify the customer if any changes are necessary or if additional charges will be incurred.

Customer represents and warrants that (i) it either owns, possesses or has the legal right to all trademarks, service marks, trade names, and copyrighted materials contained in this quote; and (ii) the language, drawings, designs, lettering or any other work contained in this quote do not infringe or contribute to the infringement of any trademark or copyright.



# NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



Office of the City Clerk – Neighborhood Council Funding Program  
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1  
**E-mail:** [Clerk.NCFunding@LACity.org](mailto:Clerk.NCFunding@LACity.org) • <https://clerk.lacity.org>

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

**Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.**

Neighborhood Council: HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: LOS ANGELES POLICE DEPARTMENT, HOLLYWOOD DIVISION

Contact Person: OFFICER HEATHER MATA

Phone: 213-308-0455 Email: 40988@LAPD.ONLINE

Co-Sponsor (if applicable): HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL

Contact Person: SHEILA IRANI

Phone: 323-793-7868 Email: SHEILA@MYHUNC.ORG

### **Event Information**

Event Title and Description: LAPD/HUNC FREE SELF DEFENSE WORKSHOP

Date: 3/2/2024 Time Frame: 99AM TO 12 PM Est. number of attendees: 25 Event Budget: **425.00**

Venue Name: LAPD, HOLLYWOOD DIVISION POLICE ACTIVITY LEAGUE FITNESS CENTER

Venue Address: 6411 HOLLYWOOD BLVD, LA CA 90028

Contact Person: OFFICER HEATHER MATA

Phone: 213-308-0455 Email: 49088@LAPD.ONLINE

**Please note:** If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

**Please scan the following documents and email to [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org) for approval PRIOR to event:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

**If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.**



The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:**

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

**CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.**

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

**CONTACT INFORMATION for possible permits:**

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD – (213) 978-3640
- Sanitation - (213) 485-3612
- Street Services – (213) 847-6000
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Documents to be submitted to NC Funding Program and filed for you records:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2<sup>nd</sup> Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2<sup>nd</sup> Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- W-9 (for 1099 Individual Services (if applicable))

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Sheila Irani Date: JANUARY 5, 2024

Print Name: SHEILA IRANI Title: PRESIDENT, OUTREACH CHAIR

Email: SHEILA@MYHUNC.ORG Phone: 323-793-7868

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

**LAPD & HUNC FREE SELF DEFENSE WORKSHOP**

	<b>COST</b>
BOTTLED WATER	\$ 25.00
PACKAGED SNACKS, SMART AND FINAL	\$ 150.00
PRINTED COLOR FLYERS FOR BUSINESSES, HENRY'S PRINTING, 100 QTY	\$ 100.00
DESIGN FLYER	\$ 50.00
MISCELLANEOUS	\$ 100.00
<b>TOTAL</b>	<b>\$ 425.00</b>