

OFFICERS:

PRESIDENT Brandi D'Amore
VICE-PRESIDENT Georgette Darby
TREASURER Paul Barbosa
SECRETARY Chad McMurray



BOARD MEMBERS:

Charles Daniel Mark Millner
Oliver Alvarez Shane Kalminski
Steve Alper

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, July 14, 2025, 6:30 PM
Fire Station 82 Annex
1800 N. BRONSON AVENUE, L.A., CA 90028
Second Floor Conference Room

https://hollywoodunitednc.org/wp-content/uploads/2025/07/Exhibits_Board_7-25.pdf

Welcome

6:43 PM start

1. Roll Call

Attending

Georgette Darby Chad McMurray Paul Barbosa Shane Kalminski Mark Millner Brandi D'Amore
Charles Daniel Steve Alper

Absent

Oliver Alvarez

2. Swearing in of New Board Members

3. Presentation by board candidate Joseph Paniagua for discussion and potential motion to approve Joseph Paniagua to be a member of the HUNC board for Residential Area 1 or other appropriate area

Joseph Paniagua presented to be approved as a member of the board as a representative of Area 1. Due to several factors including the fact he sat on the board for a brief period before and left, bylaws requiring executive committee reviewing applications and requirements that the area rep reside or do business in the area the represent, that this be postponed. Additionally, the position should be posted and advertised via website and social media sites, that Brandi wants to reactivate

Jim asked Prabhjot whether we've had enough precedent to take a vote on the item in this meeting. Prabhjot recommended that Brandi make a motion to postpone.

Motion: Steve Alper **Second:** Brandi D'Amore **Result:** Yes-7, No-1, Abstain-0, Recused-0, Ineligible-0

Yes

Brandi D'Amore Chad McMurray Charles Daniel Georgette Darby Mark Millner Shane Kalminski
Steve Alper

No

Paul Barbosa

4. Comments from any City, County, State or Federal representatives in attendance (5 minutes each)

**Josh Marin-Mora, staffer for Rick Chavez Zbur spoke:
The bill to extend the film industry tax credit was passed.**

**J Anderson, field deputy for Councilmember Raman spoke:
On July 28th, there will be a sunset hike with Councilmember Raman.**

On July 31 CD4's office will be doing a Zoom meeting regarding Know Your Rights

J plugged the MyLA 311 app.

Per the Homelessness Count, homelessness in LA is trending downward.

ICE presence in Los Angeles -- ICE was present on Forest Lawn conducting enforcement on flower vendors. On one day, at least three people were taken, at least one of them was a US Citizen.

Chad read Anais' report from CD13.

Prabhjot Chamber introduced herself to the board as the new Department of Empowerment , neighborhood empowerment advocatde and had a commendation for Jim.

5. Public Comment on items not on the Agenda (2 minutes each)

Robert Morrison made public comment to thank everyone and come give Jim a special commendation and thanks.

6. 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 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. The Consent Calendar includes:

A) Approval of June, 2025 Minutes

Motion: Georgette Darby **Second:** Paul Barbosa **Result:** Yes-5, No-0, Abstain-3, Recused-0, Ineligible-0

Yes

Chad McMurray Georgette Darby Mark Millner Paul Barbosa Shane Kalminski

Abstain

Brandi D'Amore Charles Daniel Steve Alper

B) Approval of June, 2025 Monthly Expense Report for submission

Motion: Georgette Darby **Second:** Paul Barbosa **Result:** Yes-5, No-0, Abstain-3, Recused-0, Ineligible-0

Yes

Chad McMurray Georgette Darby Mark Millner Paul Barbosa Shane Kalminski

Abstain

Brandi D'Amore Charles Daniel Steve Alper

7. Discussion and motion for the election of Executive Officers

Steve nominated Brandi for President

Brandi spoke about why she'd like to be President and her experience.

Shane spoke for Brandi's institutional knowledge and supported her.

Chad advocated for all of us to work together and for Brandi to be patient with everyone's availability.

Georgette said Brandi is a great candidate but that we have the same goals and Brandi has her full support.

Paul also said he's in support.

Charles has been impressed with how knowledgeable Brandi is and how she keeps us in line.

A) Discussion and motion for President

All in favor of Brandi D'Amore as President:

All in favor.

B) Discussion and motion for Vice President

Georgette nominated herself as Vice President.

Shane seconded the nomination.

Brandi said she's looking forward to working with Georgette to reestablish VP as a more active role.

All in favor:

Everyone voted ay by affirmation.

C) Discussion and motion for Treasurer

Paul Barbosa nominated himself. Shane seconded the nomination.

Shane attested to Paul's reliability when he's needed him as Outreach Chair. Paul's consistency will also help us out.

George made a public comment that the Treasurer's job is the most thankless.

Nomination by affirmation. All in favor.

D) Discussion and motion for Secretary

Chad McMurray nominated himself. Brandi seconded the nomination.

Nomination by affirmation. All in favor.

Brandi said she continues to see Chad's capableness and that he's ready for more significant roles.

8. Discussion and potential motion for the selection of committee chairs and committee members

A) Outreach

Brandi indicated that the bylaws required that the president determine chair and committee members to put up for a vote. She nominated Shane as chair. Vote by affirmation. All in favor.

Brandi moves to make Steve Alpert a member of the Committee.

Motion: Brandi D'Amore **Second:** Georgette Darby **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

B) Infrastructure

Brandi has chosen to postpone the determination of placement on both committees until she has Converse with committee members to determine if these are the correct committees to maintain or if board members goals require creating different committees.

C) Housing, Homelessness and Public Safety

Brandi would like to hold off on this.

D) Planning and Land Use Management

Brandi's nominating herself for the PLUM Committee Chair.

Brandi's presenting Paul and Mark to remain on PLUM.

Public comment from Nancy Joe Purdue. She would like to be a community stakeholder on a committee going forward.

We voted individually by affirmation on Paul and Mark as PLUM members.

Motion: Brandi D'Amore **Second:** Paul Barbosa **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

9. Discussion and potential motions for financial related matters

A) Discussion and potential motion to designate a second credit card holder

Paul is first credit card holder.

Traditionally President is the second credit card holder. But Brandi asked Georgette if she'd be willing to be second credit card holder.

****Georgette is nominated to be second credit card holder.**

Brandi firsts. Shane seconds the motion for Georgette Darby to be the second

Motion: Brandi D'Amore **Second:** Georgette Darby **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Brandi D'Amore	Chad McMurray	Charles Daniel	Georgette Darby	Mark Millner	Paul Barbosa
Shane Kalminski	Steve Alper				

- B) Discussion and potential motion to designate a second signer for inclusion in the financial packet

The first signer is the Treasurer, Paul Barbosa.

****We nominated Georgette as a second signer.**

Brandi moved, Steve seconded.

Motion: Brandi D'Amore **Second:** Georgette Darby **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Brandi D'Amore	Chad McMurray	Charles Daniel	Georgette Darby	Mark Millner	Paul Barbosa
Shane Kalminski	Steve Alper				

- C) Discussion and potential motion to designate an alternate signer for inclusion in the financial packet.

Chad volunteered for the role.

We're checking with DONE to see if Chad can be alternate signer.

Motion: Brandi D'Amore **Second:** Mark Millner **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Brandi D'Amore	Chad McMurray	Charles Daniel	Georgette Darby	Mark Millner	Paul Barbosa
Shane Kalminski	Steve Alper				

- D) Discussion and potential motion to approve the Fiscal Year 2025-26 Administrative Packet (includes the 2025-26 proposed budget, signers and card holders).

8:07 recess for 5 minutes.

8:15 meeting resumes.

Confirmed by Prabhjot it is understood that the budget will change with the rollover and will likely require red distribution based on board goals and requirements

Motion: Shane Kalminski **Second:** Georgette Darby **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Brandi D'Amore	Chad McMurray	Charles Daniel	Georgette Darby	Mark Millner	Paul Barbosa
Shane Kalminski	Steve Alper				

10. Discussion and potential motion to assign up to two authorized board members to submit Community Impact Statements (CIS)

Brandi nominates herself for the first board member to submit a CIS.

Voted by affirmation. All in favor.

Prabhjot will determine the process by which the correct Angelina account should be set up to submit CIS for the board.

Motion: Steve Alper **Second:** Mark Millner **Result:** Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0

11. Discussion and potential motion to assign an Alternate Secretary

Brandi said Mark can step into a more active role.

Splitting up the duties together can be helpful for more detailed minutes and communication with the public.

We voted by affirmation. All in favor.

12. Discussion and assignments for administrative items

- A) HUNC mail lock box pickup

Brandi requested that Paul be the member to pick up the mail. Paul said ideally someone else could do it. Steve volunteered to pick

up the mail. Brandi gave the mailbox key to Steve.

B) Various keys

Brandi has the first set of keys. Chad has the second set of keys. Mark has the third set of keys. There are misc unknown keys, but most importantly are the keys to the Annex. Keys to the notice board will go to Brandi, Chad and Mark (once re-keyed due to locks being stolen).

C) Computer programs access

Jim is giving one set of passwords to Brandi and one set of passwords to Paul. He is also sending a list of apps and passwords to George.

D) Computer hardware assignments

Brandi is holding onto the timer screen, the iPad, the Dell, a laptop that has been wiped, and a mouse. Chad is in possession of the T-Mobile Hot Spot. In future this will be left in the storage cabinet once it is determined the cabinet lock works properly.

- 13. Discussion and motion to reapprove the June 9, 2025 board approval for the expenditure of up to \$1,500 for outreach materials. This is necessary as the vendor did not process the credit card until after the LA Clerk’s office had closed out all credit cards on June 20, 2025 as the budget year was expiring. The prior approved Board Action Certification (BAC) is in the attachments and reads: Discussion and possible motion to approve the purchase of branded outreach and event materials in an amount not to exceed \$1,500 for general HUNC events and community engagement, including but not limited to items such as branded sunscreen, handheld fans, magnets and tote bags.

DRAFT

<p>Motion: Shane Kalminski</p> <p>Yes</p> <p>Brandi D'Amore Shane Kalminski</p>	<p>Second: Georgette Darby</p> <p>Chad McMurray Steve Alper</p>	<p>Result: Yes-8, No-0, Abstain-0, Recused-0, Ineligible-0</p> <p>Charles Daniel Georgette Darby</p>	<p>Mark Millner Paul Barbosa</p>
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14. Old/Ongoing Business

Georgette wanted to discuss getting business cards.

Shane wanted to thank people for coming to the Outreach Events. The Fire Safety Fair -- Georgette, Jim, and Shane. And the Hollywood Dell Civic Association Block Party -- Shane, Jim, Georgette, Paul, Chad, Brandi, and Steve.

15. New/Future Business

Brandi reminded everyone that National Night Out is Aug 5 at the Community Center at Fountain and Cole. Shane confirmed that we have a table. We'll need volunteers from 6:30-9:30 on Tuesday August 5. Shane should be able to attend and we need one more volunteer. Parking is very limited, it's recommended that people take rideshares.

Brandi pointed out the several members have training that is expiring soon.

Brandi requested that people rotate assisting in setup.

Brandi requested that people meet by 6:15p.

Adjournment at 8:47 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.

DRAFT

GENERAL BOARD MEETING 8/11/25
MINUTES

After waiting almost 30 minutes, President calls meeting to start at 7:56PM.
Board Failed to make quorum. As confirmed by the Department of Neighborhood Empowerment (DONE) Neighborhood Empowerment Advocate (NEA), only reports by public officials could occur.

1.Roll Call

Present

Steve Alper
Mark Milner
Brandi D'Amore
Chad McMurray
Shane Kalminski

Absent

Oliver Alvarez
Paul Barbosa
Charles Daniel

3. Comments from any City, County, State or Federal representatives in attendance (5 minutes each); Question & Answer (Q&A)

A) Introduction and Q&A of Captain Manny Chavez, new Los Angeles Police Department Hollywood Division Captain (time as needed)

Captain Manny Chavez introduced himself and discussed which areas in his purview. He discussed how diverse Hollywood is. He discussed the challenges of homelessness, burglaries, and the environment on Hollywood Blvd.

A member of the public asked about copper wire theft. Capt Chavez said it's a city-wide problem and it's affecting commercial and residential areas.

Captain Chavez asked for five goals from the Neighborhood Council. Five actionable items. Five measurable goals.

A member of the public asked about homelessness and Captain Chavez discussed what is actionable in terms of addressing the issue.

A member of the public asked about increased foot patrols. Capt. Chavez said he's trying to institute more.

A member of the public discussed the Hollywood Sign Vista. Capt. Chavez said he's trying to include more foot patrols in that area as well.

Chad thanked Capt. Chavez for the increased presence on the subway. Capt. Chavez said that was the transit department. And he said that's the same goal for the Hollywood Blvd.

Brandi said we're the least populated per capita police area.

Capt. Chavez spoke regarding the immigration issue. Special Order 40. LAPD doesn't enforce immigration laws. If someone has an immigration warrant that's a different story. He says they don't work with ICE. The only time they'd take any action with ICE is if they called out for trafficking. They will get there for crowd control only.

Federal Agencies cannot be at any city of LA facility.

Captain Chavez indicated a commitment to enforcement. Brandi asked if under his management if LAPD was going to enforce occupation in 41.18 areas that include parks and encampments within 500 feet of them as the Council Districts have advised LAPD to be hands-off. Captain Chavez indicated he plans to enforce the law.

Brandi flagged up that both emergency and non-emergency response is very delayed. The non-urgent response, which allows requesting a C.I.R.C.L.E. (Crisis & Incident Response through Community-Led Engagement) Dispatch is taking a long time for a caller to connect with a dispatcher. She indicated that the length of time to connect discourages reporting.

Meeting adjourned 7:27pm

City of Los Angeles
Request for Waiver
Workers' Compensation Insurance Requirement

Business

Legal Name: _____

Address: _____

Legal Form Sole Proprietor Limited Partnership General Partnership Corporation
 Business Trust Limited Liability Company Other: _____

Contact Person (Name and Telephone): _____

Email Address: _____

City Reference

City Agency _____ Contact Name/Telephone _____

Document Reference: _____ Any work performed on City Premises? Yes No
(bid, contract, job no., location, etc.)

Nature of work to be performed for City: _____

Declaration:

With respect to the above-mentioned business, I hereby warrant that the business has no employees other than the owners, officers, directors, partners or other principals who have elected to be exempt from Worker's Compensation coverage in accordance with California law. I further warrant that I understand the requirements of Section 3700 et seq. of the California Labor Code with respect to providing Worker's Compensation coverage for any employees of the above mentioned business. I agree to comply with the code requirements and all other applicable laws and regulations regarding workers compensation, payroll taxes, FICA and tax withholding and similar employment issues. I further agree to hold the City of Los Angeles harmless from loss or liability which may arise from the failure of the above-mentioned business to comply with any such laws or regulations. I therefore request that the City of Los Angeles waive its requirement for evidence of Workers' Compensation insurance in connection with the above-referenced work.

Signature

Risk Management Approval:

Owner, Officer, Director, Partnership or other Principal

Title

Date

August 6, 2025

Brandi D'Amore
Hollywood United NC
P.O. Box 3272
Hollywood, CA, 90078

Dear Brandi,

The purpose of this letter is to confirm, based on the prior board meeting, that Media Arts International (MAI) will provide web, communication and administrative consulting services for the Hollywood United Neighborhood Council (Client) during the current fiscal year (July 2025 to December 2025). MAI will provide the following:

- Oversee the posting of agendas and related information provided by the Client to the Client website
- Post minutes and update board/committee membership on the Client website
- Provide services to facilitate newsletter creation and design elements
- Update NC Meeting Manager software developed to post agendas and generate minutes for bug fixes
- Assist in website and graphic creation for the exclusive use by the Client

All web or communication related services will have at least a 48-hour turnaround time but can take longer depending on the requested task.

A fee of \$450 will be charged on August 1 2025 for the Neighborhood Council Meeting Manager (NCMM) software used to generate agendas, Board Action Certifications (BAC) and minutes related to HUNC meetings. This will cover its use until June 30, 2026.

A fee of \$600 a month will be charged for web and communication services which assumes 7 hours a month of work. The fee arrangement is based on the expected amount of time required for work to perform the services as agreed. The fee excludes

miscellaneous expenses which are incurred to complete the engagement. The first payment will be due on August 1, 2025.

Should the client need extra services not included in this engagement, MAI will bill at a rate of \$85 per hour (subject to approval by the Client).

The Client is responsible for all purchases required to complete this project. The Client is required to arrange for reasonable access by MAI to relevant individuals and documents. The Client shall be responsible for both the completeness and accuracy of the information supplied to MAI. Any advice given to the Client is only an opinion based on our knowledge of the Client's particular circumstances.

We hereby accept the terms of your engagement letter.

Signed: _____

Name: Brandi D'Amore

Organization: Hollywood United NC

Address: P.O. Box 3272
Hollywood, CA, 90078

Tel: (323) 793-7868

Email: brandi@myhunc.org

Date: _____

Signed: _____

George Skarpelos
Principal
Media Arts International
6421 La Punta Drive
Los Angeles, CA 90068
323.469.4967
george@mediaart.com

Date: 8/1/25



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 06-Aug-25
Invoice ID: HUNC25-47
ID: 35-2172398

Bill To:	Project Information
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Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Code HUNC-4
Description HUNC Monthly Website and Internet Consulting Services
MAI Contact George Skarpelos
Project Contact
P.O. n/a
Contract Date 18-Jan-22
Date Finished Continuing

Billing Information

Billing Period 7/1/2025 - 7/30/2025
Client Code HUNC
Client Contact Brandi D'Amore

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges			
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Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting services For July 2025	7/31/2025	1.0	\$600
Communications Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00



Invoice

6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Date: 06-Aug-25
Invoice ID: HUNC25-48
ID: 35-2172398

Bill To:	Project Information
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Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Code HUNC-2
Description NCMM Consulting and Support
MAI Contact George Skarpelos
Project Contact

Billing Information

Billing Period 8/1/2025 - 7/30/2026
Client Code HUNC
Client Contact Brandi D'Amore

P.O. n/a

Contract Date 01-Jul-21

Date Finished Continuing

Charges	
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Labor	\$0.00
Materials	\$0.00
Travel	\$0.00
Items	\$450.00
Total	\$450.00

Detail of Charges			
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Date	Description of Item	Item Category	Price
8/1/2025	Annual subscription for NC Meeting Manager	NCMM Annual Subscription	\$450.00
Item Subtotal:			\$450.00



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 02-Sep-25
Invoice ID: HUNC25-49
ID: 35-2172398

Bill To:	Project Information
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Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Code HUNC-4
Description HUNC Monthly Website and Internet Consulting Services
MAI Contact George Skarpelos
Project Contact
P.O. n/a
Contract Date 18-Jan-22
Date Finished Continuing

Billing Information

Billing Period 8/6/2025 - 8/31/2025
Client Code HUNC
Client Contact Brand D'Amore

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges			
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Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting services For August 2025	8/31/2025	1.0	\$600
Communications Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00

**Neighborhood Council Funding Contribution Form
Congress of Neighborhoods/Budget Advocacy Special Accounts**

I, _____ (President or Vice-President [VP] name),
declare that I am the President or VP of the _____
Neighborhood Council (NC) and that on _____ (meeting date), a Brown Act-noticed public
meeting was held by the NC with a quorum of _____ (number) board members present and that by a
vote of ____ (number) Yea, ____ (number) Nay, and ____ (number) Abstentions, the NC approved
funding contribution(s) from our current Fiscal Year budget for the following Department of
Neighborhood Empowerment Special Account(s):

Neighborhood Council Budget Day in the amount of:

*\$ _____ *By checking "Neighborhood Council Budget Day," you will be contributing to cover expenses associated with Budget Day, additional Budget workshops, and essential administrative needs.*

Neighborhood Council Budget Advocacy (L.A. Charter Section 909) in the amount of:

*\$ _____

L.A. Congress of Neighborhoods (LAAC 22.801) – Event in the amount of:

*\$ _____

L.A. Congress of Neighborhoods (LAAC 22.801) – EmpowerLA Awards in the amount of:

*\$ _____

Therefore, the Neighborhood Council requests that the Office of the City Clerk, NC Funding Program issue payment from our NC's current Fiscal Year budget to the Department of Neighborhood Empowerment for the purpose(s) as indicated above.

Contributions for Neighborhood Council Budget Advocacy and the Congress of Neighborhoods support activities and programs that advance the purpose of the Neighborhood Council System as determined by the Department of Neighborhood Empowerment. Funds do not support any specific entity, alliance, or group.

Signature of President or VP

Date

=====

To request payment, the NC Treasurer must submit this completed form in the NC Funding System portal, Outreach Category, as the "Payment Request Document" along with the respective Board Action Certification (BAC) form. Forms must be submitted by the annual deadline for check payment requests (normally June 1st) in order to process the payment from current Fiscal Year funds.

*Please indicate a specific funding amount; Statements such as "unused funding for this fiscal year" will disqualify the payment request.

"Neighborhood Council Budget Day" *or*
"City of Los Angeles Budget Advocacy" *or*
"City of Los Angeles Congress of Neighborhoods - Event" *or*
"City of Los Angeles Congress of Neighborhoods - Awards"

Address: 200 N. Spring St., Suite 224, Los Angeles, CA 90012

- You may also search the respective Special Account in the Vendor section of the Funding System portal when submitting the payment request(s).
- Please submit separate payment requests for each Special Account contribution.

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)
Revised 1/8/24 (Amendments approved by DONE March 4, 2024)

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 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 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 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.

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.

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

The Governing Board of HUNC ("Board") shall consist of fourteen (14) Stakeholders elected, selected, or appointed. 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 eighteen (18) years of age or older 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 eighteen (18) years of age or older 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, and 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 no more than seventeen (17) years of age at the time of election or selection. 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. 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.

Per the Administrative Code 22.810.1 (b)(2)(C)(iii)(1): No single Stakeholder/Area group 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 eight (8) 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 staggered terms:

All seats

2027 Election

All positions related to Area 1 and 2

2029 Election

All positions related to Area 3 and 4, Unclassified Stakeholder

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 should 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, and to maintain quorum

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.

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

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 of not more than three (3) 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 and/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 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 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 Stakeholders shall conduct all HUNC business in a civil, professional and respectful manner pursuant to Commission and City regulations.

Section 2: Training

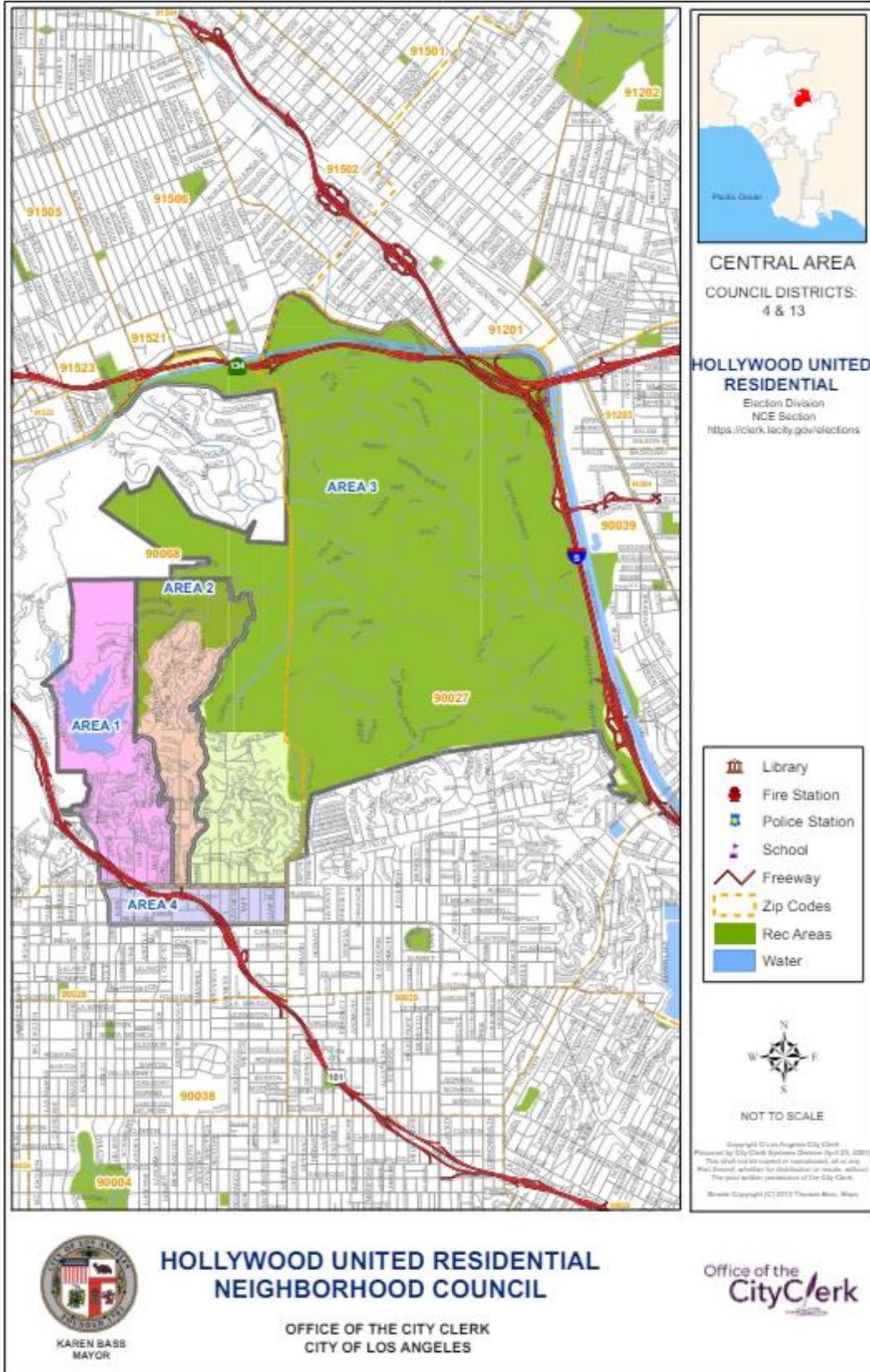
Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall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

Board members not completing mandatory trainings provided by the City within sixty (60) 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

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

ATTACHMENT A – MAPS OF HUNC
ATTACHMENT A1 – Map of HUNC – Geographical 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>Residential – 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>4</p>	<p>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>Area At-Large Seats –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>Business/ Organization Representative 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 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.</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>Youth Representative – One (1) seat. Any Geographic Area Reside and/or attend educational institution within HUNC boundary. Term: 1 year</p> <p>e</p>	<p>1</p>	<p>Elected</p>	<p>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).</p>	<p>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.</p>
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Hollywood United Neighborhood Council



Officers

PRESIDENT Brandi D'Amore

VICE PRESIDENT Georgette Darby

SECRETARY Chad McMurray

TREASURER Paul Barbosa

Board Members: Steve Alper Mark Millner Oliver Alvarez Shane Kalminski Charles Daniel Sydney Sweeney

Standing Rules (Rules of Order)

Updated July 15, 2025

Introduction

Code of Civility/Conduct Collectively and individually, the members of the Board of Directors of the Hollywood United Neighborhood Council will ensure to the best of their ability that the Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for the Neighborhood Council. The freedom to express one's views about public matters is a cornerstone of the democratic process. The Hollywood United Neighborhood Council welcomes the diverse views and opinions of our Board Members and Stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, the Board should treat others with respect and dignity and shall use these rules to facilitate expectations and clarify operating rules.

Conflict of Interest: Financial information specifically to the Agenda Item before the Neighborhood Council must be disclosed by board members.

Any written communication representing itself to be an official communication or position of HUNC must be approved by the President.

All emails, writings, letters, and correspondence will be purged after 6 months of their creation. This will not include Board meeting minutes or notices sent out through Constant Contact (subject to Constant Contact restrictions) or official@myhunc.org correspondences (subject to server restrictions)

Meeting Procedures

Board members are responsible to review meeting exhibits distributed with the agenda prior to the meeting and to prepare any initial comments or questions in advance. **Time Limits**

Board meeting shall be limited to 3.5 hours maximum counted from actual start time, no minimum. To proceed beyond the limit, the board may vote by simple majority to extend the meeting.

As recognized by the Chair, clarifying questions from board members shall be directed to and answered by the Chair of the Committee under which the item is presented, or to whoever is presenting the item. The Chair or Presenter may call upon another board member to answer.

Unless otherwise specified in the Agenda or verbally waived by the Chair, initial board member comments during discussion of an item are limited to three minutes. Members should strive to speak only once on each item and limit follow-up comments to one minute when recognized by the Chair.

Consent Calendar

The board may use a consent calendar as described herein. A consent calendar may be placed on a meeting agenda and presented by the president or the president's designee. Items may be removed from the consent calendar on the request of a board member, if seconded. Items not removed may be adopted by a roll call vote without debate. Removed items may be taken up either immediately after the consent calendar or placed later on the agenda at the discretion of the chair. Public comment is required on the consent calendar, with individual comments limited to two minutes in total on the consent calendar. All approved items on the consent calendar are considered and shall be recorded as individual board actions. Note: Items on the consent calendar are generally non-controversial items that do not require much, if any, discussion.

Committee Operations

Committee Chairs shall prepare and send relevant materials to committee members in advance of the meeting for review prior to the meeting.

Each Committee will report to the full Board annually with a Mission Statement and three to five committee goals for the year.

Committee Minutes

Whereas the Hollywood United Neighborhood Bylaws (Approved August 22, 2022) require Committee Chairs to be responsible for keeping "minutes" for all meetings,

Whereas timeliness, content, and ease of understanding are important to the mission of HUNC to promote transparency in local government, The establishment of a minimum standard for content of committee minutes is necessary. Committee Minutes will contain at minimum:

1. Name of the Committee
2. Date of the Meeting
3. Start Time of Meeting (Actual)
4. Name of Committee Members in Attendance, noting any absences or partial absences including time members joined or left the meeting after the meeting start
5. Results of any Voting Items,
 - a. Including Mover and Secunder
 - b. Final Vote Tally and member names for each type (Yes, No, Absent, Ineligible, Recusals, Abstention)
6. Any other items the Chair deems necessary to be noted in the minutes
7. End Time of Meeting Approved Committee

Committee Minutes will be submitted to the Secretary within three days of their approval. The Executive Committee may establish a standard minute template to ensure consistent formatting.

Participation and Training Requirements

These rules are in addition to any attendance or participation requirements from Hollywood United Neighborhood Council bylaws and Board of Neighborhood Council (BONC) commission policies. Each board member shall track and report to the board as necessary about progress related to training and outreach attendance.

Board participation requirements for Outreach events of twelve (12) hours a year beginning at start of fiscal year. Should someone be appointed within the year, then participation is pro-rated within the fiscal year.

Whereas Planning and Land Use Management (PLUM) Issues are of community interest and importance, board members shall complete Planning and Land Use Management Training from the City to ensure PLUM items can be heard when recusals or absences occur.

Financial Procedures

So long as the as approved administrative packet and budget line items allow, the following rules apply:

1. The Treasurer may spend at their discretion up to \$350 for Board Meeting food per Board Meeting
2. The Treasurer may spend at their discretion up to \$200 for office supplies per month.
3. The Executive Committee by a majority vote may spend at its discretion up to \$1,000 for Office Equipment
4. The Treasurer may spend at their discretion up to \$500 for ad hoc printing services for any Board Meeting or Committee Meeting
5. All expenditures to be submitted to the Treasurer by a Committee Chair or Co Chair for prior approval on an as-needed basis.
6. The Treasurer may spend at their discretion up to \$150 for business cards, name plates and lanyards per each board member as needed.

Event Approval Requirements and Procedures

All motions for event proposals will be submitted to the board's regular meeting agenda at least 30 days from date of proposed event, which is the requirement set by City Clerk.

All approved events will designate an Event Chair who will be responsible for communication and document submission to the City Clerk. Unless otherwise designated by an approved motion of the board, only the Event Chair, President, or Treasurer will be in communication with the City Clerk or the Department of Neighborhood Empowerment about a specific approved event.

In order to approve an event for submission to the City Clerk, the board's minimum requirements are :

1. Completed event approval form
- and 2. Itemized written budget.
 - a. Itemized Budgets shall include a reasonable line item for incidental expenses

The Event Chair will be responsible for submission of these documents to the City Clerk and to provide any additional information or documentation requested by the Clerk's office for the event. These requirements are consistent with Neighborhood Council Funding Policies.

Outreach Rules

HUNC board members are allowed to participate in any future community events offered without cost with outreach benefits for HUNC and its stakeholders including but not limited to, such events as Community Centers, Farmers' Markets, Homeowner or Civic Associations, after being approved by the HUNC Outreach Chair. (5/9/22) Including Outreach Committee members (non-board) (5/13/224)

Miscellaneous Rules

Standing Committees of NC shall include: Executive; Outreach; Planning, Land Use & Management (PLUM).

Executive Committee members in order of succession, or Chair of Transportation and Public Works or PLUM committees are allowed to present an official position that has been approved by the President with regards to tree removals, if the full Board cannot meet before the tree removal notice or hearing deadline.

A designated member of the Executive Committee may approve proposed Survey questions to be sent to HUNC Stakeholders in order to expedite Survey timing. Should there be any disagreement re potential questions, those specific questions would go to the full Board for approval. Designee would assist in crafting, publishing and administering HUNC stakeholder-relevant surveys utilizing survey services currently available.

Brown Act

Govt. Code §§ 54950-54960.5

THE BASICS

Meetings of public bodies must be “open and public,” actions may not be secret, and action taken in violation of open meetings laws may be voided. (§§ 54953(a), 54953(c), 54960.1(d))

WHO'S COVERED

- **Local agencies**, including counties, cities, school and special districts. (§ 54951)
- **“Legislative bodies”** of each agency, the agency’s governing body, plus “covered boards,” that is, any board, commission, committee, task force or other advisory body created by the agency, whether permanent or temporary. (§ 54952(b))
- Any **standing committee** of a covered board, regardless of number of members. (§ 54952(b))
- **Governing bodies of non-profit corporations formed by a public agency** or which includes a member of a covered board and receives public money from that board. (§ 54952(c))

WHO'S NOT COVERED

- **Ad hoc advisory committees** consisting of less than a quorum of the covered board (§54952(b))
- Most other **non-profit corporations**
- All **other government agencies**. State governmental agencies are covered by the Bagley-Keene Open Meeting Act. (Govt. Code §§ 11120-11132)

WHAT'S COVERED

A “meeting” is any gathering of a majority of the members of a covered board to hear, discuss, or deliberate on matters within the agency’s or board’s jurisdiction. (§ 54952.2(a))

Note: No vote or action is required for the gathering to be a meeting, nor must the members meet face to face. (§ 54952.2)

WHAT MUST HAPPEN

Under the Brown Act an agency must:

- **post notice and an agenda** for any regular meeting, (§§ 54954(a), 54954.2(a)); mail notice at least three days before regular meetings to those who request it, (§ 54954.1); post notice of continued meetings, (§54955.1); deliver notice of special meetings at least one day in advance to those who request it, (§ 54956); and deliver notice of emergency meetings at least one hour in advance to those who request it. (§§54956, 54956.5)
- **notify the media** of special or emergency meetings if requested, (§§ 54956, 54956.5); allow media to remain in meetings cleared due to public disturbance. (§54957.9)
- **hold meetings in the jurisdiction** of the agency except in limited circumstances, (§§ 54954(b)-(e)), and in places accessible to all, with no fee. (§ 54961(a))
- **not require a “sign in”** for anyone. (§54953.3)
- **allow non-disruptive recording** and broadcast of meetings, (§54953.5(a)), and let the public inspect any recording made by the agency of its open meetings. (§54953.5(b)) The agency may destroy recordings it made after 30 days. (§54954.3(b))
- **allow the public to address** the covered board at regular or committee meetings on any item in the agency’s jurisdiction not addressed by the agency at an open earlier meeting. (§54954.3(a))
- **conduct only public votes**, with no secret ballots. (§54953(c))
- **treat documents as public** “without delay,” if distributed to all or a majority of members of a board before or at the meeting, unless they are also exempt under the Public Records Act. (§54957.5)

Local Rules

Many local jurisdictions, including San Francisco, Contra Costa County, and Oakland, have adopted local “Sunshine” ordinances that grant greater access and openness. Check for local rules. Other jurisdictions often have rules that *violate* the Brown Act. Challenge such rules or contact the agencies listed on this brochure.

WHAT IF . . .

- a council member is on a board of a non-profit corporation—is the board covered?
 - YES, if the council both appointed him or her to the board, and funds the corporation. (§54952(b),(c)(1))
- an agency delegates authority to another entity—is the entity covered?
 - YES, if it was created by the agency’s elected body. (§§ 54952(b),(c)(1))
- a council committee meeting has less than a quorum—is it required to meet openly?
 - YES, if it is a standing committee and has either a set meeting schedule or a continuing subject matter jurisdiction. (§ 54952(b))
- members use individual contacts to collectively decide an issue—is that a violation?
 - YES, information communicated to a quorum through a series of contacts, individual phone calls (“daisy chain”), or a third person (“spoke and wheel”) to evade the public is a “meeting” (§ 54952.2(b); 63 Ops.Atty.Gen. 820 (1980); Stockton Newspapers v. Stockton Redevelopment Agy., 171 Cal.App.3d 95 (1985); Common Cause v. Stirling, 147 Cal.App.3d 518 (1983).
- agency members attend a conference called by someone else—is this covered?
 - NO, so long as they do not discuss specific business matters within their jurisdiction (§ 54952.2(c))
- a meeting is held by video/teleconference.
 - YES, if the public’s rights are protected. (§54953(b))
 - Every video/teleconference location must be accessible to the public, and at least a quorum of the members must participate from locations within the body’s jurisdiction. (§ 54953(b))

CLOSED MEETINGS

Closed meetings are the exception and permitted only if they meet defined purposes and follow special requirements (§§ 54953(a), 54954.5, 54962).

EVEN AT CLOSED MEETINGS...

Special public notice and agenda requirements apply (§§ 54954, 54954.2, 54954.5, 54957.7).

All actions taken and all votes in closed session must be publicly reported orally or in writing (§ 54957.1(b)), and copies of any contracts or settlements approved must be made available promptly (§ 54957.1(b),(c)).

CLOSED MEETINGS MAY BE HELD FOR: Personnel

Only to discuss the appointment, employment, performance evaluation, discipline, complaints about or dismissal of a specific employee or potential employee (§ 54957). The employee may request a public meeting on any charges or complaints.

But closed sessions are **NOT ALLOWED** for discussing:

- general employment
- independent contractors not functioning as employees
- salaries
- the performance of any elected official, or member of the board
- the local agency's available funds
- funding priorities or budget

Pending Litigation

Only if open discussion "would prejudice the position of the agency in the litigation." The litigation must be named on the posted agenda or announced in open session unless doing so would jeopardize the board's ability to service process on an unserved party or conclude existing settlement negotiations to its advantage. (§4956.9)

To qualify, the agency must:

- be a party to pending litigation (§ 54956.9(a))
- or expect, based on certain specified facts, to be sued (§§ 54956.9(b)(1),(b)(2))
- or expect to file suit itself (§ 54956.9(c))

Labor Negotiations

Only to instruct the agency's identified negotiator on compensation issues (§ 54957.6). (Note: school districts are covered by the Rodda Act, Govt. Code §§ 3540-3549.3.)

Property Negotiations

Only to discuss, with an agency's identified bargaining agent, price or payment terms. The parcel, negotiators and the prospective seller or purchaser must be identified on the agenda. (§ 54956.8) Final price and payment terms must be disclosed when the actual lease or contract is discussed for approval. (§ 54957.1(a))

Others

License applications for people with criminal records (§54956.7); threats to public services or facilities; (§54957) insurance pooling (§54956.95).

WHAT TO DO IF:

A MEETING IS CLOSED THAT SHOULD BE OPEN

- Refuse to leave, and use this Guide to check the law, to protest, and to enforce all notice requirements.
- Leave only if ordered by law enforcement.
- Call your editor or lawyer at once.

AN ILLEGAL CLOSED MEETING HAS BEEN HELD

- Ask participants what happened, and get reports of actions taken and copies of contracts approved.
- Call FAP, SPJ or CFAC (phone numbers are on the cover of this Pocket Guide).
- Write a story or letter to the editor about it.
- Contact the District Attorney under § 4959, or take legal action under § 54960(a) against violations or a "gag rule" imposed on a body's members.
- A court may: (1) force the agency to make and preserve tapes of closed sessions (§ 54960(b)); (2) declare actions taken null and void (§ 54960.1(d)); (3) award costs and attorneys fees (§ 54960.5).

A POCKET GUIDE TO OPEN MEETING LAWS IN CALIFORNIA: THE BROWN ACT

A SERVICE OF:
THE FIRST AMENDMENT PROJECT
SOCIETY OF PROFESSIONAL
JOURNALISTS (Nor. Cal.)

HOW TO USE THIS GUIDE

This pocket guide is intended to be a quick reference and provide general information to journalists and citizens. It addresses some common public meetings problems, but does not substitute for research or consultation with a lawyer on detailed questions. This guide current as of December 3, 2003.

FOR MORE INFORMATION OR HELP:

FIRST AMENDMENT PROJECT.....510/208-7744
www.thefirstamendment.org

Society of Professional Journalists,
NORTHERN CALIFORNIA CHAPTER.....415/338-7434
www.spj.org/norcal

California First Amendment Coalition.....916/974-8888
www.cfac.org

*Funding provided by the Sigma Delta Chi Foundation
of the Society of Professional Journalists*

Congress of Neighborhoods
Office of the City Attorney - Neighborhood Council Advice Division

STATE AND CITY CONFLICT OF INTEREST LAWS:
INFORMATION FOR BOARD MEMBERS OF NEIGHBORHOOD COUNCILS

Conflict of Interest Laws Governing Neighborhood Councils

Board members of Neighborhood Councils who are given governmental decision-making authority, must comply with the following conflict of interest laws: The Political Reform Act of 1974, as amended (Government Code § 81000, *et seq.*), Government Code § 1090 *et seq.*, and the common-law conflict of interest rules. Because of the enactment of Ordinance No. 176477 ¹, Neighborhood Councils are not required to have a conflict of interest code, required to fill out the state (Form 700) disclosure statement and no longer are subject to the City's Governmental Ethics Ordinance (Los Angeles Municipal Code § 49.5.1 *et seq.*) However, compliance with the rules of these state laws is still required. A brief explanation of these laws follows.

The Political Reform Act.

The Political Reform Act is a state law that sets up rules and regulations to ensure that governmental officials are free from bias caused by their own financial interests and act in an impartial matter.

Basic Prohibition. Under the Act, public officials are disqualified from participating in government decisions in which they have a financial interest. There are five basic tests to ascertain whether you might have a financial interest under the Act. When all of the following are true, you would have a disqualifying interest:

- you are a public official;
- you make, participate in making, or use your official position to influence the making of a decision;
- you have a statutorily defined economic interest (your finances or those of members of your immediate family, investment in a business, interest in real property, source of income or gifts, management position in a business) that may be affected by the decision;
- it is reasonably foreseeable that the decision will have a *material financial effect* on your economic interest;
- the decision will affect your economic interest in a way that is distinguishable from its effect on the public generally or a significant segment of the public.

See, Los Angeles Administrative Code § 2.20.1

A neighborhood council member who is disqualified must abstain from making, participating in making or attempting to use his or her official position in any way to influence the government decision.

Persons Covered. The Act treats “members of local governmental agencies” as public officials. Public officials who make, participate in the making of, or influence or attempt to influence a governmental decision must comply with the Act’s provisions. Neighborhood Councils are potentially covered by the Political Reform Act because the City Attorney has concluded that Neighborhood Councils *are* local governmental agencies. Thus, the City Attorney concluded, if Neighborhood Councils are delegated the authority to make certain “governmental decisions,” such as “hiring of staff, entering into contracts for goods or services or control over funds in the City budget” then the board members of those Neighborhood Councils would be “public officials” for the purposes of the Act.²

Participation In Decision-Making. Neighborhood Councils are advisory bodies. Their role is to make recommendations to the various City decision-makers, including City boards, commissions, City Council committees and the City Council. City Charter § 907. This role falls within the “make, participate in making, or attempting to influence a government decision” provision of the Act. Once a neighborhood council board member has been delegated the authority to make “governmental decisions,” as enumerated above, on behalf of its neighborhood council, even the member’s votes on “non-governmental” or purely advisory recommendations will be subject to the conflict-of-interest provisions.³

Economic Interests Covered. What is a financial interest is often complicated and fact-based, but there are basic types of economic interests that the Act covers:

- a business entity in which you, or a member of your immediate family, owns an investment or in which you are an officer or director or hold a management position in that business entity;
- real property in which you, or a member of your immediate family, owns an interest;
- any person or entity that is a source of income or loans to you or your spouse; or
- any person or entity that has given you a gift within the last year.

² Making *recommendations* as to whether the City should or should not enter into a contract will also trigger the Act’s requirements. In this instance, this means making a recommendation about a *specific* contract which is coming before the City for action or recommending qualifications/specifications for a city contract. Merely advising the City as to whether, for example, the City should pave a certain street or install lighting, which decisions might ultimately result in the City entering into a contract for those services, would not trigger the Political Reform Act requirements for the neighborhood council providing this advice.

³ Thus, a board member who makes “governmental decisions” must also be cognizant of, and comply with, the disqualification rules even when making a purely advisory recommendation, for example, to a City Council Committee or Area Planning Commission regarding a conditional use permit for a project located within the boundaries of that Neighborhood Council.

- ❑ your personal expenses, income, assets or liabilities, including those of your immediate family.

Business Investments and Business Positions. An investment of **\$2000 or more** in a business entity by you, your spouse or dependent children is considered an economic interest. If you are a director, officer, partner, trustee, employee or hold a position of management in a business entity, that is also considered an economic interest.

Real Property- An investment of **\$2000 or more** in real property by you, your spouse, or your dependent children or anyone acting on your behalf, is an economic interest.

Sources of Income and Gifts- The receipt of **\$500 or more** from an individual or organization within 12 months prior to the decision in question is an economic interest. Gifts totaling **\$360** or more received from a single source within 12 months prior to your decision is an economic interest.⁴

*Personal Financial Effects-*Expenses, income, assets or liabilities of yours, or of those of your immediate family are considered an economic interest if those expenses, income, assets or liabilities are likely to go up or down by **\$250** as a result of the decision before you.

Once you have determined that you have an economic interest, the next step is to determine whether the decision will have a direct or indirect impact upon your interest and whether it is reasonably foreseeable that the decision will have a material effect on your economic interest.

Direct v. Indirect Interest. Whether a particular impact is material or not also depends upon whether the economic interest is directly or indirectly affected by the decision.⁵ A direct interest is more likely to create a greater risk of a conflict of interest than an economic interest that is indirectly involved in the decision.

Foreseeability and Materiality. To have a conflict of interest your economic interest must be foreseeable (the effect upon your economic interest must be likely to occur) and be considered “material.” In other words, you have a conflict of interest if you can reasonably predict that your decision on a particular matter before you will have some economic impact (positively or negatively) on your economic interest. The Act sets up some basic thresholds to determine whether your economic interest is material:

Business Investments and Business Positions. As a *general* rule, if a decision directly involves a business entity in which you have an interest, you must disqualify yourself.

⁴ Note: The gift limit is adjusted for inflation every two years. Gov't Code § 89503(f).

⁵ For example, if you own a business that is subject to a permit or approval about which the Neighborhood Council is making a recommendation, that is a *direct* impact on your economic interest. If you own a business that is located more than 500 feet away from a piece of property that is seeking, for example, to obtain conditional use approval to sell alcoholic beverages about which your Neighborhood Council is making a recommendation, the decision potentially has an *indirect* impact on your economic interest, *i.e.*, your business.

However, if your only interest in the company is less than \$25,000 in stock, you may still be able to participate in the decision based on a detailed examination of the state's regulations. If the decision indirectly involves a business entity in which you have an interest, a decision's impact would be material if, for large companies such as Fortune 500 companies, the impact on the interest would result in an increase or decrease of the business' gross revenue of **\$10,000,000** or more in a fiscal year; or results in the business entity incurring or avoiding additional expenses or reducing or eliminating existing expenses for a fiscal year in the amount of **\$2,500,000**; or results in an increase or decrease in the value of the business entity's assets or liabilities of **\$10,000,000** or more. At the other extreme, for smaller companies the impact is material if the decision would result in an increase or decrease in revenues of **\$20,000** or more or increase or reduce expenses by **\$5000** or more in a fiscal year, or result in an increase or decrease in the value of its assets or liabilities by **\$20,000** or more.⁶

Real Property- If the decision affects your property which is located **within 500 feet** of the boundaries of the property subject to the decision, disqualification from acting is generally required *unless* the decision will have no financial impact on your property. If your property is located **more than 500 feet**, there is a presumption that the decision will not have a material financial effect on you. However, that presumption can be rebutted by proof that there are specific circumstances that would make it reasonably foreseeable that a financial effect will result from the presumption. Leasehold interests may also implicate the conflict of interest rules and have to be evaluated on a case-by-case basis.

Sources of Income- If the decision will have **any** financial effect upon an individual who is a source of income for you (remember if you or your spouse own 10% or more of a business, the clients of the business may also be sources of income to you), and that person is directly involved in the decision, the effect is determined to be material. However, if the source of income is indirectly involved in the decision, application of the state's regulations on the particular facts of this source is required to determine if you have to recuse yourself from acting on the matter.

Distinguishable From The Public. Even if your economic interest is foreseeable and material, you do not have a legal conflict of interest unless the decision's impact on your economic interest is *different* from the general public's impact. In other words, if you are participating in a decision on an issue that will affect the general public's financial interests in the same manner as your own even though the decision will have a material economic impact on your financial interest, it does not create a conflict of interest for you. Under this rule, the decision must affect your interest in *substantially the same manner* as the interests of the public. An example of this would be if the City is embarking upon a plan amendment and zone change for a community plan area and your property is subject to a zone change as is every other property within the community plan area. Although your property is directly affected by the zone change, your property is impacted in substantially the same manner as other members of the public since all are being rezoned, so you do not have a conflict of interest requiring your recusal. The state has developed specific percentage and numerical thresholds for determining when a group of people constitute

⁶ The Political Reform Act also describes the impacts of other businesses that fall *between* these parameters, which are not discussed here.

a significant number to make a determination whether a decision affects the public in the same manner.

Decisions Related to Contracts - Government Code § 1090, et seq.

In addition to the requirements of the Political Reform Act, state law contains special rules governing conflicts of interest relating to government contracts. In a letter directed to the General Manager of the Department of Neighborhood Empowerment, the City Attorney concluded that “[a]s members of an advisory body, members of neighborhood councils will be subject to the requirements of § 1090, et seq.” See, City Attorney letter dated November 30, 2000. Accordingly, a neighborhood council board member may not be *financially interested* in *any City contract* that he or she is involved in making. Thus, any participation by you in the process by which a contract is developed, negotiated or approved, *including making a recommendation on the contract*, is a violation of Government Code § 1090 if you have a financial interest in that contract. Also, if you have a financial interest in a contract, the *entire* neighborhood council board of which you are a member might not be able act on the matter. However, there are some interests called “remote interests” which would disqualify you but not the entire neighborhood council board. Gov’t Code §1090 prohibitions apply to oral as well as written contracts. Financial relationships in a contract would include, but are not limited to: employee of a contracting party, attorney, agent or broker of a contracting party, supplier of goods or services to a contracting party; landlord or tenant to a contracting party; officer, employee or board member of a nonprofit corporation of a contracting party.

Common Law Conflict of Interest Rules

Although Los Angeles City Charter § 222, contains its own conflict of interest provisions based on an “appearance standard,” these standards for disqualification are not applicable to neighborhood council board members. However, neighborhood councils are free to develop their own appearance standards and ethics rules in their bylaws.

Furthermore, basic principles of bias and conflict of interest rules that the courts have developed over time (common law) also apply to your decisions even if the statutory rules may allow you to participate in an action. As the Attorney General has concluded, “[t]he common law doctrine against conflicts of interest . . . prohibit public officials from placing themselves in a position where their private, personal interests may conflict with their official duties.” 64 Ops. Cal. Atty Gen 795. As put by the court of appeal, “[a] public officer is impliedly bound to exercise the powers conferred on him with diligence and primarily for the benefit of the public.” *Noble c. City of Palo Alto* (1928) 89 Cal. App. 47, 51.

This doctrine applies in situations involving both financial *and* nonfinancial interests. This means that simply having a personal relation to the matter could be construed as tainting your decision-making because you are perceived to be biased or making the decision based on your personal interest, rather than for the good of the public. Thus, you should always be alert to whether your private interests, whether financial or otherwise, would be enhanced by any particular action you take on an item before you.

Penalties

Violations of the Political Reform Act and Government Code § 1090 can carry significant penalties.⁷

Violations of the Political Reform Act can result in civil actions, criminal prosecution and/or administrative sanctions, injunctive relief or in some cases, prohibition against holding future elective office, depending upon the nature of the violation and the jurisdiction of the enforcement agency.

Violations of the Gov't Code § 1090 are prosecuted as a felony and a conviction could, in addition to the imposition of a criminal fines and potential imprisonment, result in a lifetime ban from holding any public office in the State of California. In addition, contracts that are entered into in violation of this statute are void as a matter of law.

In addition, any person can file suit in civil court alleging violations of the Act.

Identifying Conflicts.

Because severe penalties may apply to the City and to a neighborhood council board member for violations of the conflict of interest laws it is important that you identify your economic interests that may pose potential conflicts. The eight part test set forth earlier should help you identify what type of economic interests you have.

If you have either an economic interest in a decision that requires disqualification or you are disqualified due to the application of the "common law doctrine" of a conflict of interest, you must disclose the interest which is the subject of the conflict as well as the fact that you are disqualifying yourself from any participation in the decision. You also may not do anything to influence the decision.

If you are disqualified from acting on a meeting agenda item and you are present at the meeting, you should make a public announcement identifying the economic interest which is the subject of the conflict and the fact that you are disqualified from any participation. After announcing your recusal from participation, you should excuse yourself and leave the room while that item is pending.

Summary.

Any time any City business is before you that involves:

- a business in which you or a member of your family has an investment;
- an entity of which you are an officer or director or hold some position of management;

⁷ Note: The City Attorney's Office cannot defend or indemnify a board member who is charged, either civilly or criminally, with a violation of either the Political Reform Act or Gov't Code § 1090.

- real property in which you or a member of your family has an interest;
- a source of income to you or a member of your immediate family;
- a source of gifts to you; or
- any person or entity with which you have a relationship other than in your capacity as a City official (e.g, a friend, person with whom you have a business relationship or an organization in which you hold some position of importance),

you should contact the Department of Neighborhood Empowerment with the pertinent facts, and your Project Coordinator will confer with an attorney in the Office of the City Attorney's Neighborhood Council Advice Division for advice on how you should proceed. The City Attorney will work with you, either directly or through your neighborhood council's Project Coordinator, to determine if you have a disqualifying economic interest or a conflict under the common law doctrine that requires your recusal, and, further, whether your entire board of which you are a member, is similarly disqualified from acting.⁸ The advice will be communicated either directly from the Office of the City Attorney or through the Department of Neighborhood Empowerment's Project Coordinator, orally or in writing, depending upon the complexity of your inquiry.

Please keep in mind that the mere presence of one of the interests listed does not necessarily mean that you have a conflict. Other factors may be involved, and the City Attorney will assist in advising you of your responsibilities. Ultimately, the City Attorney's Office is the agency that will assist you in identifying whether a conflict exists and whether recusal is required.

You may also seek advice from the Fair Political Practices Commission (FPPC) at their toll free help line at 1-866-ASK-FPPC, or may ask for a formal written opinion.⁹

⁸ The City Attorney's Office, can not provide "third party advice" on conflict of interest matters; only the board member who is concerned about his/her own economic interest should contact our advice for advice.

⁹ Formal written opinions take a minimum of 21 days but *only written advice from the FPPC* provides immunity from prosecution if acting consistent with that advice.

Resolution by the Board of Neighborhood Commissioners
DIGITAL COMMUNICATIONS POLICY FOR THE NEIGHBORHOOD COUNCILS
Adopted April 5, 2022

WHEREAS, the Board of Neighborhood Commissioners (Commission) is charged with policy setting and oversight regarding the Neighborhood Council System (Charter § 902);

WHEREAS, the Department of Neighborhood Empowerment (the Department), is charged with, among other things, arranging training and assisting neighborhood councils and implementing and overseeing the compliance with City ordinances and regulations relating to a system of neighborhood councils. (Admin. Code § 22.801; Charter § 901);

WHEREAS, pursuant to the City's Charter, neighborhood councils have an advisory role to the City on issues of concern to the neighborhood (Charter § 900);

WHEREAS, neighborhood councils increasingly utilize websites, social media, electronic and online newsletters, as well as other forms of digital media in accordance with their Chartered role;

WHEREAS, neighborhood councils have requested guidance on the use of their websites, social media, and newsletters to allow them to engage with their stakeholders without infringing on the rights of the public;

WHEREAS, neighborhood councils have requested guidance on the permissible discussion of neighborhood council matters by individual neighborhood council members on private social media and websites;

WHEREAS, the Department presented the Commission with drafts of a digital communications policy based upon the City's Information Technology Agency policies;

WHEREAS, the Department held info sessions for the neighborhood council members and stakeholders on December 16, 2020, and January 28, 2021; and

WHEREAS, the Commission discussed the digital communications policy at public meetings held between September 2020 and April 2022.

NOW, THEREFORE, the Commission hereby resolves as follows:

(1) The attached "Digital Communications Policy" for neighborhood councils is adopted and approved as of April 5, 2022 and is to be effective October 5, 2022;

(2) The Department's Recommendation No. 2 from its report to the Commission is adopted. The Department shall begin to develop tools, guidelines, and training to support neighborhood council members in the implementation of the newly adopted policy; and

(3) The Department's Recommendation No. 3 from its report to the Commission shall be adopted. The Department shall report back to the Commission after a set period of time – by April 4, 2023 – with an update on how this policy as currently written has been implemented, and whether any amendments, clarifications, or additions are recommended based on that practical experience.

POLICY NUMBER 2022-2

ADOPTED this 5th day of April 2022.

MOVED BY: Debbie Wehbe
Member, Board of Neighborhood Commissioners

SECONDED BY: Joy Atkinson
Member, Board of Neighborhood Commissioners

WITNESSED BY: Thomas Soong
Staff, Department of Neighborhood Empowerment

VOTES
Ayes: 4
Nays: 1

Board of Neighborhood Commissioners' Digital Communications Policy for the Neighborhood Councils

Approved: April 5, 2022

Effective: October 5, 2022

1. Overview: The Advisory Role of the Neighborhood Councils

Pursuant to the Charter of the City of Los Angeles (City), a citywide system of neighborhood councils and the Department of Neighborhood Empowerment (Department) were created “[t]o promote more citizen participation in government and make government more responsive to local needs.” (Charter § 900). The Charter further provides that “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.” (Charter § 900).

Accordingly, in all respects, a neighborhood council’s online and electronic communications practices shall promote civic engagement *by and for the diverse interests of its communities*, with the aim of fulfilling a neighborhood council’s *advisory role to the City* on issues of neighborhood concern.

2. Purpose of this Policy

- 2.1. This policy was passed by the Board of Neighborhood Commissioners (Commission) in accordance with its Charter role of policy setting and oversight for the Neighborhood Council System.
- 2.2. This policy provides procedures and standards for neighborhood councils’ Digital Communications, including the use, management, design, development, and maintenance of websites, social media accounts, newsletters and other platforms as defined and described herein.
- 2.3. This policy also contains information and an attachment (Attachment A) regarding the Neighborhood Council System Commenting Policy.
- 2.4. Neighborhood council boards are authorized to administer, implement and enforce this policy. In addition, the Department is authorized to create rules, regulations, forms, or guidelines to administer, implement and enforce this policy.

3. Scope

- 3.1. This policy applies to all certified neighborhood councils and governs the use, management, design, development and maintenance of Digital Communications accounts, platforms, and tools utilized by neighborhood councils.
- 3.2. This policy applies to all individuals appointed, elected, or assigned by a neighborhood council as responsible for the neighborhood council’s Digital Communications accounts, platform, and tools.

4. Terms and Definitions

- 4.1. Neighborhood Council Digital Communications: For purposes of this policy, Neighborhood Council (or Neighborhood Council’s) Digital Communications means all digital communications channels utilized by Neighborhood Councils, including Neighborhood Council Websites, Neighborhood Council Social Media, Neighborhood Council Messaging, Neighborhood Council Applications, and Neighborhood Council Newsletters.
- 4.2. Neighborhood Council Website: A website established or administered by a neighborhood

council using neighborhood council resources of any kind, such as the labor of neighborhood council board members, neighborhood council funds, and neighborhood council resources, to communicate and engage with the public about neighborhood council business.

- 4.3. Neighborhood Council Social Media: Social media accounts, tools, and/or websites established or administered by a neighborhood council using neighborhood council resources of any kind, such as the labor of neighborhood council board members, neighborhood council funds, and neighborhood council resources to communicate and engage with the public about neighborhood council business.
- 4.4. Social Media: Online communications channels dedicated to community-based input, interaction, content-sharing, content-creation, and collaboration. These channels include social networking sites, platforms, and applications, weblogs (blogs, vlogs, or microblogs), podcasts, online chat sites, forums, and video/photo posting sites or any other such similar output or format. Examples include, but are not limited to Facebook, Nextdoor, Medium, Twitter, Tumblr, LinkedIn, Instagram, Snapchat, TikTok, and YouTube.
- 4.5. Neighborhood Council Newsletter: A newsletter, bulletin, periodic publication, or other report established or administered by a neighborhood council distributed via email, online, or by automated or prerecorded phone call, using neighborhood council resources of any kind, such as the labor of neighborhood council board members, neighborhood council funds, and neighborhood council resources, to communicate and engage with the public about neighborhood council subject matter.
- 4.6. Neighborhood Council Messaging: An application that allows for mass distribution of content or messages on behalf of a neighborhood council.
- 4.7. Neighborhood Council Applications: Any application or “app” that can be downloaded and utilized on a digital device utilized by a neighborhood council to share information about the neighborhood council.
- 4.8. Account Administrators: Individuals designated by a neighborhood council, either by election, appointment, or assignment to administer Neighborhood Council Digital Communications and moderate the content and comments posted on a Neighborhood Council Digital Communications platform, tool, or account.

5. Account Administrator Responsibilities

- 5.1. Neighborhood council boards are responsible for ensuring that the content is consistent with the Neighborhood Council System’s mission pursuant to the Charter, professionally presented, accurate, and respectful to their diverse communities.
- 5.2. Each neighborhood council is responsible for appointing, electing, or assigning at least one Account Administrator to implement and ensure compliance with this policy. Absent designation, the Account Administrator will be the president or chair of the neighborhood council. A neighborhood council may also appoint, elect or assign a content creator and/or comment moderator to work with the Account Administrator(s).
- 5.3. Account Administrator(s) are responsible for managing and maintaining Neighborhood Council Digital Communications and should: (1) ensure that a Neighborhood Council’s Digital Communications are regularly maintained and comments are regularly checked; (2) ensure that the neighborhood council board is informed about Neighborhood Council Digital Communications activities through regular reports; (3) review content posted to the Neighborhood Council’s Digital Communications to ensure the content is timely, professional, and relevant to neighborhood council’s activities and resources, and is consistent with the neighborhood council’s bylaws and standing rules, City policies, including policies set forth by the Board of Neighborhood Commissioners, Department of Neighborhood Empowerment, and applicable law; and (4) ensure that the neighborhood council is in compliance with the rules, guidelines, and policies of the third-party websites, social media sites, newsletters, platforms, and accounts being used; and (5) ensure that (a) accounts are in active use; (b) content published by the neighborhood council is timely and accurate; (c) comments are checked and reviewed on a regular basis; and (d) comments are moderated according to this policy.

6. Establishment of Neighborhood Council Digital Communications

- 6.1. Neighborhood councils must set up an Account Administrator email address for account setup, monitoring, and access. The use of personal email accounts or personal phone numbers is not allowed for the purpose of setting up a Neighborhood Council Digital Communications account. When the social media platform or other Digital Communications channel requires an individual's name or other personal information associated with the account, the creator of the account must notify the Department.
- 6.2. The Account Administrator must provide access, login, and password information to the neighborhood council President/Chair and Vice-President/Vice-Chair, upon the effective date of this policy and the Department will explore ways to securely store this information.. Any changes in login, password, or administrator access information must be reported or updated immediately with all aforementioned persons. The security of this login information is also paramount to ensure there is no unauthorized access to the account. Failure to provide this information may result in the inability to assist in recovery of Neighborhood Council Digital Communications channels.
- 6.3. The establishment or closure of a Neighborhood Council Digital Communications account must be approved by official action of the neighborhood council. A neighborhood council shall not establish or authorize Digital Communications accounts for its committees or any other groups. All Digital Communications shall originate from the neighborhood council, acting through its board, and not any committee or any other group.
- 6.4. A neighborhood council should have as few Neighborhood Council Digital Communications accounts as possible to ensure accuracy of content and regular moderation. A neighborhood council may have multiple accounts if it can be demonstrated that more than one account will effectively serve the neighborhood council's goals. A neighborhood council should strive to remove, close, or delete dormant or unused accounts and report "spoof," "imposter," or unapproved accounts.

7. Design of Neighborhood Council Digital Communications

- 7.1. Whenever a City service, activity, or event is referenced, to ensure accuracy and build credibility, all Neighborhood Council Digital Communications must provide a way to learn more, such as an email address to write to or link to a City website.
- 7.2. All Neighborhood Council Digital Communications accounts and channels must clearly indicate that they are administered by the neighborhood council and wherever possible, must prominently display neighborhood council contact information.
- 7.3. The Department will make logos and other digital assets available to neighborhood councils.
- 7.4. Neighborhood councils should follow all style guides established by the City for Digital Communications particularly as they relate to use of official logos, including the City Seal.

8. Content of Neighborhood Council Digital Communications

- 8.1. Publication of Official Information. Neighborhood Council Digital Communications are for official use only. All information disseminated must be directly related to the official duties and responsibilities of a neighborhood council under the City Charter and Administrative Code. Neighborhood Council Digital Communications are most appropriately used to promote neighborhood council membership and attendance at meetings and promotion of approved and authorized neighborhood council events. The development and use of Neighborhood Council Digital Communications for personal gain or for political lobbying or advocacy is strictly prohibited.
- 8.2. If providing information about a declared disaster or emergency situation, the Account Administrator must coordinate and repost messaging, as much as reasonably possible, from the Mayor's Office, Emergency Management Department, Los Angeles Fire Department, Los

Angeles Police Department, and/or other relevant public safety and emergency management departments to ensure that emergency communications are timely and accurate for the optimal safety of Los Angeles residents.

- 8.3. Prohibition of Discussion, Deliberation, or Taking Action on Neighborhood Council Matters. Although Neighborhood Council Digital Communications may contain relevant information concerning the neighborhood council's meetings, events, and activities, neighborhood council board members may not discuss, deliberate, or take action on any neighborhood council matters via Neighborhood Council Digital Communications. Neighborhood Council Digital Communications must promote civic engagement and open and transparent discourse, by directing that the public attend neighborhood council meetings. Therefore, whenever possible, the Neighborhood Council Social Media and Newsletters should link back to the Neighborhood Council Website and its section relating to agendas to encourage the public to attend and provide any comment at neighborhood council meetings.
- 8.4. Prohibition of Confidential Information. Private, confidential, or sensitive information may not be published on Neighborhood Council Digital Communications.
- 8.5. Copyright-Protected and Trademark-Protected Material. Copyright-protected materials may not be reproduced, distributed, transmitted, displayed, or otherwise published without the prior written permission of the owners of these materials. This also applies to trademarks, which can be a word, phrase, symbol, or design, or a combination thereof, that identifies and distinguishes the source of the goods of one party from those of others. Those responsible for publishing content in Neighborhood Council Digital Communications must protect any City materials and comply with laws in the use of third-party materials.
- 8.6. General Content Prohibitions. A neighborhood council may not, on its Neighborhood Council Digital Communications, publish any content:
 - (1) that relates to campaign related purposes, including but not limited to statements in support or opposition to any candidate or ballot measures, requests for campaign funds or references to any solicitation of campaign funds, and references to the campaign schedule or activities of any candidate;
 - (2) that contains obscene or sexual content or links to obscene or sexual content; (3) that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability, or sexual orientation;
 - (4) that is primarily commercial in nature;
 - (5) that condones or encourages illegal activity;
 - (6) that violates City (including City Charter or Administrative Code), state, or federal law including, but not limited to, trademark and copyright law; or
 - (7) that violates City policies, regulations, rules, directives, or procedures applicable to neighborhood councils.
- 8.7. Neighborhood Council Digital Communications may share and include resources from government programs and organizations, including but not limited to Los Angeles Unified School District, Los Angeles City Departments, and County, State and Federal government programs. Neighborhood councils may also seek to work with and highlight nonprofit programs that have received Neighborhood Purpose Grants through the Neighborhood Council System, and also promote neighborhood council-approved events, projects, and activities. Neighborhood councils should not promote private entities or businesses, and may contact the Department if they have questions regarding a post.
- 8.8. While Neighborhood councils should not promote private entities or businesses, they may provide information about participants or sponsors of neighborhood council-approved events, projects, or activities, with the following disclaimer included where space permits or available on a link to learn more about the event, project, or activity: "Acknowledgement of any private entity

or person(s) on this page does not constitute the neighborhood council's support or endorsement of its projects or services."

9. Guidance on the Use of Private or Non-Neighborhood Council Digital Communications

- 9.1 No individual neighborhood council board or committee member may establish an official Neighborhood Council Digital Communications channel; rather the establishment of a Neighborhood Council Digital Communications channel must be approved by official action of the neighborhood council, acting through its board.
- 9.2 Neighborhood council board or committee members, in their personal or individual capacities, should consider and may be subject to all applicable laws, including the Brown Act, the First Amendment; privacy laws including HIPAA; accessibility laws including the American with Disabilities Act, and Assembly Bill 992 (2020, Chapter 89) when posting on matters within the board's jurisdiction.
- 9.3 A neighborhood council member may violate this policy or the Code of Conduct Policy and may be subject to the Censure and Removal Policy by posting or publishing of confidential, personal, private or sensitive information obtained in their capacity as a member of a neighborhood council board or committee.

10. Comments Made by Members of the Public

- 10.1 In the event that comments from the public are allowed on Neighborhood Council Digital Communications channels, the Neighborhood Council System Commenting Policy Notice must be made available online and in context with any Neighborhood Council Digital Communication that permits comments. (Attachment A - Neighborhood Council System Commenting Policy Notice)
- 10.2 Comments from the public may be disallowed or disabled on Neighborhood Council Digital Communications, provided they are blocked at all times. In the event that comments from the public are allowed on Neighborhood Council Digital Communications, comments that do not comply with the Commenting Policy Notice shall be removed or restricted. The City Attorney's Office, Neighborhood Council Advice Division is available to provide legal advice on the potential removal of content.
- 10.3 If comments from the public do not otherwise violate this policy, then the content must be allowed to remain.
- 10.4 Users who repeatedly violate comment guidelines may be blocked. An account may only be blocked after multiple violations of this policy have been recorded and submitted to the Department and the action of blocking an account has been agreed upon by the Department.
- 10.5 Illegal, or potentially illegal, activity should be reported promptly to the Los Angeles Police Department.
- 10.6 In the event that comments from the public are allowed on Neighborhood Council Digital Communications channels, Account Administrators should make a good faith effort to respond to public and private messages and comments where appropriate.

11. Guidance on Security and Privacy

- 11.1 The Account Administrator should protect confidential, personally identifiable information, or any other data that could potentially be used to identify or harm a particular person.
- 11.2 If a security breach is suspected to have taken place or is confirmed, the Account Administrator must notify the president or chair of the neighborhood council and the Department immediately, regardless of time of day or day of the week. If necessary, the Neighborhood Council Digital Communications account may be suspended or deactivated.
- 11.3 At the departure of an Account Administrator, passwords must be changed and reported to the neighborhood council president or chair and the Department.

12. Records Retention and Public Information

12.1 Content on all Neighborhood Council Digital Communications may be subject to disclosure as required by the California Public Records Act, and therefore the public must be clearly informed that any information posted on Neighborhood Council Digital Communications is subject to disclosure.

13. Notice to Visitors to NC Digital Communications Channels

13.1 Linking to, following or “friending” persons or organizations on Neighborhood Digital

Communications channels is not an endorsement by the neighborhood council and is only intended as a means of communication.

13.2 Any references or links to a specific entity, product, service, or organization posted by individuals on the Neighborhood Council Digital Communications should not be considered an endorsement by the neighborhood council.

13.3 The neighborhood councils do not review, sponsor, or endorse any other website linked to its Neighborhood Council Digital Communications. The views and opinions of authors expressed on those websites do not necessarily state or reflect the opinion of the City and may not be quoted or reproduced for the purpose of stating or implying any endorsement or approval of any product, person, or service.

13.4 The neighborhood councils are not responsible for content that appears on external links.

13.5 The neighborhood councils are not responsible for and do not guarantee the authenticity, accuracy, appropriateness, or security of any link, external website, or its content.

14. Other Laws, Regulations and Policies

14.1 This Policy does not supersede and is to be read in coordination with other City policies, including policies promulgated by the Commission. Neighborhood councils may enforce this policy in conjunction with their bylaws and the Commission’s policies, including but not limited to, the Code of Conduct, Censure, and Removal policies.

14.2 This policy is not intended to serve as the exclusive guidance for neighborhood councils in their use of Digital Communications. Other policies, laws, and regulations can and do apply, including federal and state laws, City ordinances and policies, and Board of Neighborhood Commissioner policies.

15. Attachments

15.1 Attachment A - Neighborhood Council System Commenting Policy Notice

This is the Neighborhood Council System Comment Policy Notice referenced in Section 10. It is to be posted in the event that a neighborhood council has opted to permit comments on its Digital Communications channels.

ATTACHMENT A

Neighborhood Council System Commenting Policy Notice

The Neighborhood Council welcomes you and your comments.

The purpose of the Neighborhood Council's digital communications channels, including its website and social media, is to present information from the neighborhood council to its stakeholders so as to encourage participation in the Neighborhood Council System's advisory role to the City. As such, acknowledgement of any entity or person(s) on this page does not constitute the neighborhood council's support or endorsement of it or its products or services.

Comments posted to the Neighborhood Council's digital communications channels are public. The Neighborhood Council therefore advises against posting sensitive personal identifying information, such as home addresses, phone numbers, and personal email addresses, on its website or social media account.

A comment or post by the public on any Neighborhood Council digital communications channel is the opinion of the commenter or poster only and does not imply endorsement of, or agreement by, the Neighborhood Council.

The overarching purpose of comment moderation is to create a place online where users can engage in a discussion of ideas, policies, and topics without significantly infringing on the ability of other users to do so. Comments or responsive content (like an image or video) that are in violation of the policies

set forth by the platform they are posted on (e.g., a comment posted on Facebook that violates Facebook's code of conduct for users) should be reported to the platform for review.

If comments or responsive content from users do not violate the platform's policies for use, they are potentially eligible for moderation by the Neighborhood Council Account Administrator.

Comments containing any of the following are subject to potential removal and/or restriction by the Neighborhood Council:

- Off topic comments, including comments outside the jurisdiction of the Neighborhood Council or unrelated to the original post
- Obscene content
- Threats to any person or organization
- Solicitation of commerce, including but not limited to advertising of any business • or product for sale
- Conduct in violation of any federal, state, or local law
- Encouragement of illegal activity
- Information that may tend to compromise the safety or security of the public or public systems, or
- Content that violates the privacy or security of an individual or a legal ownership interest, such as a copyright, of any party.

CATEGORICAL EXEMPTION, TRANSPORTATION COMMITTEE REPORT and RESOLUTION relative to expanding the boundaries of Preferential Parking District (PPD) No. 320, in the Lake Hollywood area of Council District Four (CD 4).

Recommendations for Council action:

1. FIND that:
 - a. The expansion of PPD No. 320 boundaries, pursuant to Los Angeles Municipal Code (LAMC) Section 80.58.d., is exempt from the California Environmental Quality Act (CEQA) as a Class 1 Categorical Exemption, under Article III.1.a.3 of the 2002 Los Angeles City CEQA Guidelines.
 - b. The residents of the Lake Hollywood area in CD 4 need immediate relief as a result of general intrusive parking from non-residents visiting Lake Hollywood Park, the Innsdale Trail, and the vista of the Hollywood Sign.
2. ADOPT the accompanying RESOLUTION, attached to the Board of Transportation Commissioners (BTC) report dated August 15, 2025, to expand the boundaries of PPD No. 320, pursuant to the City Council's November 6, 2018, Rules and Procedures for Preferential Parking Districts, which currently includes both sides of the following blocks:
 - Mulholland Highway between Woodview Drive and Ledgewood Drive
 - Deronda Drive between Mulholland Highway and Rockcliff Drive
 - Rockcliff Drive between Ledgewood Drive and Deronda Drive
 - Deronda Drive between Rockcliff Drive and Linforth Drive
 - Linforth Drive between Beachwood Drive and the dirt road
 - Beachwood Drive between Linforth Drive and Hollyridge Drive
 - Beachwood Drive between Hollyridge Drive and the trailhead north of Hollyridge Drive
 - Beachwood Drive between Linforth Drive and Rodgerton Drive
 - Hollyridge Drive between Beachwood Drive and Lechner Place
 - Lechner Place between Westshire Drive and Hollyridge Drive
 - Hollyridge Drive between Lechner Place and Pelham Place
 - Westshire Drive between Lechner Place and Woodhaven Drive
 - Woodhaven Drive between Westshire Drive and Beachwood Drive
 - Beachwood Drive between Belden Drive and Woodhaven Drive
 - Beachwood Drive between Woodhaven Drive and Woodshire Drive
 - Beachwood Drive between Woodshire Drive and Ledgewood Drive
 - Westshire Drive between Lechner Place and Beachwood Drive
 - Beachwood Drive between Belden Drive and Westshire Drive
 - Beachwood Drive between Westshire Drive and Ledgewood Drive
 - Ledgewood Drive between Beachwood Drive and Belden Drive
 - Belden Drive between Ledgewood Drive and Beachwood Drive

- Beachwood Drive between Belden Drive and Rodgerton Drive
- Rodgerton Drive between Beachwood Drive and Deronda Drive
- Ledgewood Drive between Rodgerton Drive and Belden Drive
- Deronda Drive between Linforth Drive and Dorcas Place
- Deronda Drive between Dorcas Place and Rodgerton Drive
- Heather Drive between Lugano Place and Durand Drive
- Durand Drive between Heather Drive and Mulholland Highway
- Mulholland Highway between Durand Drive and Ledgewood Drive
- Ledgewood Drive between Mulholland Highway and Rockcliff Drive

Expansion to include both sides of the following blocks within the residential area:

- a. Lugano Place between Heather Drive and dead end
- b. Heather Drive between Lugano Place and Ledgewood Drive
- c. Ledgewood Drive between Rockcliff Drive and Heather Drive
- d. Ledgewood Drive between Heather Drive and Rodgerton Drive
- e. Durand Drive between Heather Drive and the end of the 3100 block of Durand Drive
- f. Mulholland Highway between Durand Drive and Canyon Lake Drive
- g. Canyon Lake Drive between Mulholland Highway and Arrowhead Drive
- h. Canyon Lake Drive between Arrowhead Drive and Tahoe Drive
- i. Canyon Lake Drive between Tahoe Drive and Lake Hollywood Drive
- j. Canyon Lake Drive between Lake Hollywood Drive and Innsdale Drive
- k. Innsdale Drive between Canyon Lake Drive and east dead end
- l. Innsdale Drive between Canyon Lake Drive and west dead end
- m. Lake Hollywood Drive between Canyon Lake Drive and dead end
- n. Tahoe Drive between Canyon Lake Drive and Tahoe Place
- o. Tahoe Drive between Lake Hollywood Drive and Tahoe Place
- p. Tahoe Place between Tahoe Drive and dead end
- q. Arrowhead Drive between Canyon Lake Drive and Arrowhead Place
- r. Arrowhead Drive between Arrowhead Place Mirror Lake Drive

- s. Arrowhead Drive between Mirror Lake Drive and dead end
 - t. Arrowhead Place between Arrowhead Drive and dead end
 - u. Mirror Lake Drive between Arrowhead Drive and dead end
3. AUTHORIZE the following parking restrictions for use on the residential portions of all streets in PPD No. 320:
- a. NO PARKING 8 AM TO 6 PM, FRIDAY, SATURDAY, SUNDAY, AND HOLIDAYS; VEHICLES WITH DISTRICT NO. 320 PERMITS EXEMPT
 - b. NO PARKING 8 AM TO 6 PM, SATURDAY, SUNDAY, AND HOLIDAYS; VEHICLES WITH DISTRICT NO. 320 PERMITS EXEMPT
 - c. NO PARKING 8 AM TO 6 PM, HOLIDAYS ENFORCED; VEHICLES WITH DISTRICT NO. 320 PERMITS EXEMPT
 - d. NO PARKING 8 AM TO 4 PM, SATURDAY, SUNDAY, AND HOLIDAYS; VEHICLES WITH DISTRICT NO. 320 PERMITS EXEMPT
 - e. NO PARKING 7 AM TO 9 PM; VEHICLES WITH DISTRICT NO. 320 PERMITS EXEMPT
 - f. NO PARKING 8 AM TO 6 PM; VEHICLES WITH DISTRICT NO. 320 PERMITS EXEMPT
 - g. 2 HOUR PARKING 8 AM TO 6 PM; VEHICLES WITH DISTRICT NO. 320 PERMITS EXEMPT
 - h. NO PARKING 6 PM TO 8 AM; 2 HOUR PARKING 8 AM TO 6 PM; VEHICLES WITH DISTRICT NO. 320 PERMITS EXEMPT
 - i. NO PARKING 6 PM TO 8 AM; VEHICLES WITH DISTRICT NO. 320 PERMITS EXEMPT
4. INSTRUCT the Los Angeles Department of Transportation (LADOT) to initiate the necessary procedures for the preparation and sale of parking permits to residents within PPD No. 320, as specified in Section 80.58 of the LAMC.
5. DIRECT the LADOT to post or remove the authorized parking restrictions:
- a. On the residential portions of the street segments enumerated in Recommendation No. 2, except for areas where parking is currently prohibited in the interest of traffic flow or public safety.

- b. Upon receipt and validation of petitions containing signatures from at least 75 percent of the dwelling units covering more than 50 percent of the developed frontage on a street segment requesting installation or removal of the parking restrictions set forth in Recommendation No. 3, without further action of the City Council.

Fiscal Impact Statement: The BTC reports that revenue from the sale of permits will cover the cost of implementing, administering, and enforcing PPD No. 320. Additionally, violations of the posted parking restrictions may result in citation fines deposited into the General Fund. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On August 27, 2025, your Transportation Committee considered an August 15, 2025 BTC report relative to expanding the boundaries of PPD No. 320, in the Lake Hollywood area of CD 4. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the Motion recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Transportation Committee

COUNCILMEMBER	VOTE
HUTT:	YES
PARK:	YES
HERNANDEZ:	YES

RM
08/27/25

CD 4

-NOT OFFICIAL UNTIL COUNCIL ACTS-

THIS VERSION OF THE TEMPLATE IS CREATED TO HELP BOARD MEMBERS TO COPY/PASTE LANGUAGE FROM THE TEMPLATE

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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>.

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

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Article IV STAKEHOLDER

Article V GOVERNING BOARD

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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

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Article VII COMMITTEES AND THEIR DUTIES

Section 1: Standing

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Section 3: Committee Creation and Authorization

Article VIII MEETINGS

Section 1: Meeting Time and Place

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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, CONSIDER ADDING LANGUAGE THAT DISTINGUISHES WHICH SIDE OF THE BOUNDARY STREET IS INCLUDED WITHIN THE NC'S BOUNDARIES. IF INTERNAL BOUNDARIES DO NOT EXIST, INSERT "Not Applicable."]

Shared Assets With Neighboring Neighborhood Councils:

INSERT DESCRIPTION IF APPLICABLE OR IF NONE, STATE “Not Applicable”

(Examples may include parks, libraries, firestations)

Ex. Westwood and Los Feliz NC for shared assets.

Ex: GHSNC:

In addition, a City Facility, Fire Station 87, 10124 Balboa Boulevard, Granada Hills 91344 shall be shared with the Granada Hills South Neighborhood Council and Northridge East Neighborhood Council.

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 group¹, faith-based group, senior group, youth group, arts

¹ 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.

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.
- G. **At-Large Stakeholder Board Members (#)** – Open to Stakeholders at least eighteen (18) years of age who live, work, own property or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who participates in a community organization 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 benefit the neighborhood.

[ENSURE ALL BOARD SEAT NAMES ARE CONSISTENT IN ALL ARTICLES, NC MAP, AND ATTACHMENT B, INCLUDING CAPITALIZATION AND PUNCTUATION (HYPHEN) USAGE.]

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.

Prior to the item being placed on the agenda, the Council Presiding Officer shall consult with the Office of the City Attorney for advice on removal process..

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.

When a Board Member advises the President that they will have a temporary absence of more than three months, the President may nominate an alternate to fulfill the obligations of the absent Board Member until said Board Member returns. The alternate must take all the necessary trainings in order to vote.

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 IN 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

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](#).

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.

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.

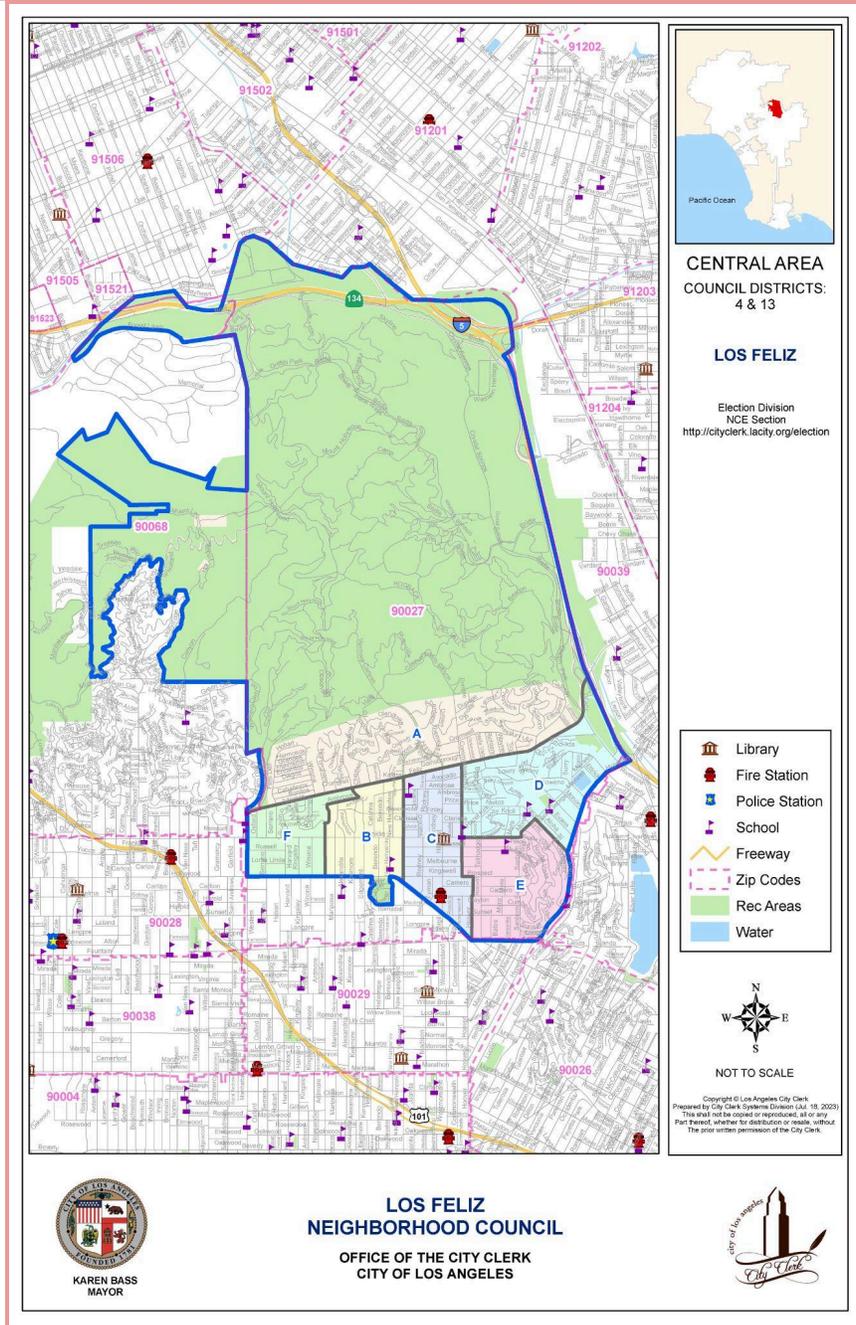
Section 3: Self Assessment

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
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.				
Community Organization Representative 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 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]
At-Large Representative 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) as a person who affirms a	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

			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]	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]
Renter Representative Board Member 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 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]
Below find sample language for candidacy and voter eligibility for the optional (1 maximum) Youth Board Seat				
Youth Representative 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 Stakeholder [defined in Admin. Code § 22.801.1(b)	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 substantial and ongoing participation with a community

			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].	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.

Area 1 Stakeholder Board Member 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 bylaws.	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 bylaws.
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<p>Area 2 Stakeholder Board Member 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 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.</p>	<p>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.</p>
<p>At-Large Stakeholder Board Member Seats 1 and 2 Term: 2 Years</p>	<p>2</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 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>At-Large Stakeholder</p>	<p>1</p>	<p>Elected</p>	<p>Any Stakeholder, as defined in Admin. Code §</p>	<p>Any Stakeholder, as defined in Admin. Code §</p>

<p>Board Member Seat 3 Term: 4 Years</p>			<p>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>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>
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Monthly Expenditure Report



Reporting Month: July 2025

Budget Fiscal Year: 2025-2026

NC Name: Hollywood United
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$41908.58	\$2335.42	\$39573.16	\$0.00	\$0.00	\$39573.16

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$13450.00	\$2335.42	\$11114.58	\$0.00	\$11114.58
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1550.00	\$0.00	\$1550.00	\$0.00	\$1550.00
Neighborhood Purpose Grants	\$10000.00	\$0.00	\$10000.00	\$0.00	\$10000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_MYHUNC.O	07/01/2025	Google	General Operations Expenditure	Office	\$123.48
2	MAILCHIMP	07/07/2025	Mailchimp	General Operations Expenditure	Office	\$39.00
3	GELSON'S MARKETS #1	07/14/2025	Water for board meeting	General Operations Expenditure	Office	\$4.59
4	HENRY PRINTING & GRAPH	07/14/2025	Copying for board meeting	General Operations Expenditure	Office	\$91.64
5	WWW.FRESHB FRESH BROT	07/14/2025	Pizza for board meeting	General Operations Expenditure	Office	\$104.23
6	TMOBILE AUTO PAY	07/19/2025	Tmobile monthly recurring	General Operations Expenditure	Office	\$16.60
7	ADOBE	07/20/2025	Adobe Acrobat	General Operations Expenditure	Office	\$155.88
8	Media Arts International	07/11/2025	Renewal of the Media Arts International contract for 6 months 2024/2025	General Operations Expenditure	Office	\$600.00

9	Media Arts International	07/11/2025	Renewal of the Media Arts International contract for 6 months 2024/2025	General Operations Expenditure	Office	\$600.00
10	Media Arts International	07/11/2025	Renewal of the Media Arts International contract for 6 months 2024/2025	General Operations Expenditure	Office	\$600.00
Subtotal:						\$2335.42

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00



Invoice

Invoice number: 5293064625

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

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

Details

Invoice number 5293064625
Invoice date Jun 30, 2025
Billing ID 3288-8062-9811
Domain name myhunc.org

Google Workspace

Total in USD **\$123.48**

Summary for Jun 1, 2025 - Jun 30, 2025

Subtotal in USD \$123.48
Tax (0%) \$0.00
Total in USD \$123.48

You will be automatically charged for any amount due.

Google™ Invoice

Invoice number: 5293064625

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Jun 1 - Jun 13	13	47.32
Google Workspace Business Starter	Usage	Jun 14 - Jun 30	16	76.16
			Subtotal in USD	\$123.48
			Tax (0%)	\$0.00
			Total in USD	\$123.48

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>

From: No Reply - Mailchimp <no-reply@mailchimp.com>
Sent: Sunday, July 6, 2025 11:34 PM
To: president@myhunc.org
Subject: Mailchimp Invoice



Your order has been processed.

Invoice MC10607931

Processed on July 06, 2025 11:34 PM Los Angeles.

Monthly plan	\$39.00
1001 - 1500 subscribers.	

Intuit Assist for Mailchimp*	\$0.00
AI-powered marketing	

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Paid via Mast ending in 7274 which expires 07/2028	\$39.00
on July 07, 2025	

Balance as of July 07, 2025	\$0.00
------------------------------------	---------------

* Intuit Assist functionality (beta) is available to certain users with Premium, Standard and Legacy plans in select countries in English only. Access to Intuit Assist is available at no additional cost at this time. Pricing, terms, conditions, special features and service options are subject to change without notice. Availability of features and functionality varies by plan type. Features may be broadly available soon but represents no obligation and should not be relied on in making a purchasing decision. For details, please view Mailchimp's various [plans and pricing](#).

Issued to

Jim Van Dusen
HollywoodUnitedNC
president@myhunc.org
HollywoodUnitedNC
PO Box 3272 Los Angeles, CA 90078-3272
2133047410

Issued by

Mailchimp
c/o The Rocket Science Group, LLC
405 N. Angier Ave. NE, Atlanta, GA 30312
USA
www.mailchimp.com
Tax ID: US EIN 58-2554149

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Gelson's

5877 FRANKLIN AVE.
HOLLYWOOD, CA 90028
(323) 464-7316

07/14/2025 17:45:31
MASTERCARD Entry Method: Chip
CARD #: XXXXXXXXXXXXX7274
PURCHASE - APPROVED
AUTH CODE:078192

Mode: Issuer
AID: A0000000041010
TVR: 0000008000
IAD: 0110A04001220000000000000000000000
000FF
TSI: E800 ARC: 00
TC: BC6874A6EEB17740
MID: 206602 TID: 001 RRN: 069947

Total: USD\$ 4.59

BEVERAGE

00007114200948
ARROWHEAD 12 PACK 3.99 F
00000000009134
CRV 0.60 F

BALANCE DUE 4.59
CREDIT CARD \$4.59
[] XXXXXXXXXXXXX7274
Auth# 078192 Ref# 069947
CHANGE 0.00

Save up to \$25 more a month!
Join Gelson's Rewards program
gelsons.com/rewards

Cashier:DUANE V. 433 Store: 114
POS:006 Transaction:0068
Monday, July 14, 2025 05:45 PM



HENRY PRINTING & GRAPHIC, INC.

6124 W. Sunset Blvd. Hollywood, CA 90028
Tel: 323.464.7228 • Fax: 323.464.5805
henryprinting@sbcglobal.net
www.henrypg.com

Invoice
6523

SOLD TO: Hollywood United Neighborhood DATE 7/14/25

CONTACT: Tom Carroll DATE DUE _____

PHONE/FAX: 213-304-7410

ADDRESS: _____

CITY: _____

- COD
- PICK-UP
- CASH
- DELIVERY
- CHECK
- CREDIT CARD

PO #	TERMS	SALESMAN	Quantity	Description	Unit Price	Item Amount
			2	sets of 42 pages colored with & staple		99.60
			15	Copies 2 side BK/PC.		4.00.
			13	sets of 52 pages. Staple.		69.90
						83.50
					tax	8.14
					TOTAL	91.64

Sample(s) Approved	SUB TOTAL	91.64
Signature _____	RESALE / TAX	94
Original & Copies Received	TOTAL	10.54
Signature _____	DEPOSIT	
A 50% deposit required for all orders. We are not responsible for any orders and originals left here after 30 days. Henry Printing & Graphic Inc. Guarantee policy applicable up to 72 hours after delivery of order.	BALANCE	

Thank You!

Fresh Brothers Pizza #09 - Hollywood

1923 N Bronson Ave
Hollywood, CA 90068
Phone (323) 962-6262

7/14/2025

5:48:43 PM

Order Id: AAAYMM3P9QAD

Jim VanDusen - TAKE OUT

Order Number: 35

Phone: 2133047410

1 XL CHEESE PIZZA	\$26.49
1 XL DA WORKS	\$36.49
1 XL BBQ CHICKEN	\$31.99
1 NOTE	\$0.00

Sub Total \$94.97

Sales Tax \$9.26

Order Total \$104.23

Online Payment \$104.23

AUTHORIZED AMOUNT \$104.23

--> Order Closed <--



Total due

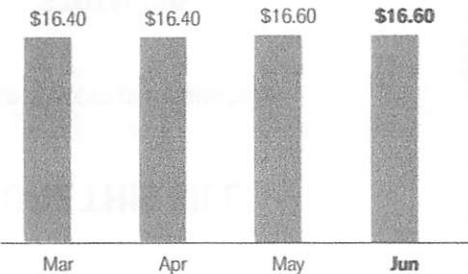
\$16.60

This amount will be charged to your card on **Jul 19, 2025**

Your charges explained

- Great news, you have no new lines added/suspended/cancelled this month!

Your recent charges compared



Welcome Hollywood United Neighborhood Council,

This is your June bill.

We hope you are enjoying your T-Mobile services. This is a summary of your charges this month.

Balance from previous bill **\$0.00**

Previous total due \$16.60

Payments - Thank you! -\$16.60

Total charges this bill **\$16.60**

Plans No changes \$15.00

Taxes and fees No changes \$1.60

Total due No changes **\$16.60**
Autopay: Jul 19, 2025

BEFORE THIS BILL

Balance from previous bill	\$0.00	
PREVIOUS TOTAL DUE	\$16.60	
PAYMENTS	-\$16.60	
Payment - thank you	Jun 20	-\$16.60



OVERVIEW

Total no. of lines: 1

			Plans	Usage charges	Equipment	Services	One-time charges	Taxes & Fees	Total \$
	No. of Lines	See page	\$15.00	-	-	-	-	\$1.60	\$16.60

ACCOUNT BREAKDOWN

Account charges

Unassigned subscribers

1

 (213) 469-9148	Hollywood United Neighborhood Council	p.5	\$15.00	-	-	-	-	\$1.60	\$16.60
---	---------------------------------------	-----	---------	---	---	---	---	--------	---------

Line Type:  = CONNECTED DEVICE



MONTHLY REPORTS

Great news! No lines had usage charges this month!

HIGHEST PLAN COSTS

	No. of Lines	Cost \$
1. 5G Bus Mobile Int 30GB TE	1	\$15.00

To manage your plans and subscribers, visit t-mobile.com/business





DETAILED CHARGES

(213)469-9148	\$16.60
Hollywood United Neighborhood Council Connected Device 200 N SPRING ST STE 224, Los Angeles CA 90012-3238	

PLANS \$15.00

REGULAR CHARGES May 30 - Jun 29 **\$15.00**

Connected device

5G Bus Mobile Int 30GB TE \$15.00

TAXES & FEES \$1.60

T-Mobile fees & charges

Regulatory Programs & Telco Recovery Fee \$1.60

USAGE	
Data	0.0768 GB



WHAT YOU NEED TO KNOW

T-Mobile ONE recurring charges include applicable Government taxes & fees T-Mobile fees & charges as determined by your primary place of use.

GOVERNMENT TAXES & FEES

Government taxes & fees includes sales, use, excise, public utility & E911 taxes & governmental charges & fees that we are required by law to bill & remit. These may change without notice.

T-MOBILE FEES & CHARGES

T-Mobile fees and charges include:

1. Regulatory Programs & Telco Recovery Fee, collected & retained by us to help cover costs for:
 - a. Funding & complying with government mandates, programs & obligations, like E911 or local number portability (\$0.50/line for voice lines and \$0.12/line for data-only products)
 - b. Charges imposed on us by other carriers for delivery of calls from our customers to theirs & by 3rd parties for certain network facilities & services we buy to provide you service (\$3.49 for voice lines, \$1.48 for data only lines)
2. State & federal Universal Service Fund charges (recovers charges imposed on us by the government to support universal service).
3. Other governmental assessments including, without limitation, gross receipt & excise taxes. These fees & charges are T-Mobile recovery charges, not governmentally imposed taxes. What is included in the fees & charges may vary by locale & rate plan & is subject to change.

LATE FEES

Late Fees, the greater of \$5 or 1.5% per month, or the greatest amount permitted by law, may apply on unpaid balances. This fee is a liquidated damage & not a penalty.

PAYMENT BY CHECK

Payment by Check. When you pay by check, you authorize us to either use information your check to make a one-time electronic fund transfer (EFT) from your account or to process the payment as a check transaction. If we process your payment by EFT, the funds may be withdrawn the same day we receive your check, & your canceled check will not be returned. If payment is returned unpaid, you authorize us to collect additional fees as outlined in the Terms & Conditions of Service at t-mobile.com/terms-conditions. Call (800) 375-1126 with any questions.

EQUIPMENT PROTECT

Equipment Protect by Assurant (in Puerto Rico: CAPIC) is for the equipment repair & replacement you may have selected. See Equipment Protection Terms & Conditions at t-mobile.com/terms-conditions for details.

CONTACT US

Contact us with any questions or disputes about your service or bill:

 PHONE

Call (800) 375-1126 or 611 from your T-Mobile device. TTY Dial 711 to reach a Relay Agent.

 MAIL

Write to T-Mobile Customer Relations, P.O. Box 37380, Albuquerque, NM 87176-7380.

 ONLINE

View your bill & usage details online by logging into account.t-mobile.com.

View Terms & Conditions online at t-mobile.com/business
Partial megabytes (MB) rounded up. 1024 MB = 1 GB

You can contact the California Public Utilities Commission with any complaints that T-Mobile was unable to resolve at Consumer Affairs Branch, 505 Van Ness Ave., San Francisco, CA 94102, or by calling (800) 649-7570 or TDD (800) 229-6846, or visiting their website at <http://www.cpuc.ca.gov/complaints>. If you have hearing or speaking limitations and want assistance from the California Relay Service, Dial 711 or visit <http://ddtp.cpuc.ca.gov/relay.aspx> for more information. For information about the California PPP Surcharge, please see <https://t-mo.co/CPUC>





LOS ANGELES CA 90078-3272
POB 3272
HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL
HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL

AB 01 006443 92944 H 35 A



Please detach this portion and return with your payment. Please make sure address shows through window.

Pay online: t-mobile.com/pay



T-MOBILE
PO BOX 742596
CINCINNATI OH 45274-2596



Total due by Jul 21, 2025

\$16.60

You are paying by AutoPay

Amount enclosed

HOLLYWOOD UNITED
NEIGHBORHOOD COUNCIL
Account number: 996158906

Manage your AutoPay - Visit t-mobile.com/business

0409961589060721250000016602900783272



Adobe Inc.
 345 Park Avenue
 San Jose CA 95110-2704
 United States
 Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 3164155568
 Invoice Date 20-JUL-2025
 Payment Terms Credit Card
 Purchase Order AD00160881753CUS
 Order Number 7049665977
 Customer Number 1230379649
 Currency USD

Bill To

Jim Van Dusen
 Los Angeles County
 CA 90078

INVOICE

Item Details

Service Term: 20-JUL-2025 to 19-JUL-2026

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65230453	Acrobat Standard	1	EA	155.88	155.88	0.00%	0.00	155.88

Invoice Total

NET AMOUNT (USD) 155.88
 TAXES (SEE DETAILS FOR RATES) 0.00

GRAND TOTAL (USD) 155.88

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 01-May-25
Invoice ID: HUNC25-44
ID: 35-2172398

Bill To:	Project Information
----------	---------------------

Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Code HUNC-4
Description HUNC Monthly Website and Internet Consulting Services
MAI Contact George Skarpelos
Project Contact
P.O. n/a
Contract Date 18-Jan-22
Date Finished Continuing

Billing Information

Billing Period 4/1/2025 - 4/30/2025
Client Code HUNC
Client Contact Sheila Irani

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges			
-------------------	--	--	--

Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting services For April 2025	4/30/2025	1.0	\$600
Communications Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00

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



NC Name: Hollywood United **Meeting Date:** 12/9/2024, Fire Station 82 Annex
Budget Fiscal Year: 2024/2025 **Agenda Item:** 4

Board Motion and/or Public Benefit Statement (CIP and NPG): Discussion and possible motion to approve the renewal of the Media Arts International contract for six months and a monthly fee of \$600.00 and hourly billing rate for work outside the contract of \$85.00 per hour for web, communication and consulting services for HUNC.
 Motion: Jim Van Dusen
 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	
Jim Van Dusen	Residential Area 2	•						
Georgette Darby	Business/Org Area 2	•						
Chad McMurray	Residential Area 4				•			
Paul Barbosa	Business/Org Area 3	•						
Shane Kalminski	Area 4 At-Large	•						
Mark Millner	Area 2 At-Large	•						
Oliver Alvarez	Area 3 At-Large	•						
Sydney Russell	Youth Issues					•		
Joey Meehan	Area 1 At-Large				•			
Josh Goldstein	Unclassified Stakeholder Status	•						
Kevin Ackerman	Residential Area 1				•			
Vacant	Residential Area 3							
Vacant	Business/Org Area 1							
Vacant	Business/Org Area 4							
Board Quorum:	8	Total:	7	0	0	3	1	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.

Authorized Signature <i>Jim Van Dusen</i>	Authorized Signature <u>Georgette Darby</u> <small>Georgette Darby (Jan 8, 2025 11:40 PST)</small>
Print/Type name: Jim Van Dusen	Print/Type name: Georgette Darby
Date: 1/6/2025	Date: 1/6/2025



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 02-Jun-25
Invoice ID: HUNC25-45
ID: 35-2172398

Bill To:	Project Information
----------	---------------------

Hollywood United Neighborhood Council
 P.O. Box 3272
 Los Angeles, CA 90078

Project Code HUNC-4
Description HUNC Monthly Website and Internet Consulting Services
MAI Contact George Skarpelos
Project Contact
P.O. n/a
Contract Date 18-Jan-22
Date Finished Continuing

Billing Information

Billing Period 5/1/2025 - 5/31/2025
Client Code HUNC
Client Contact Sheila Irani

Charges

Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges			
-------------------	--	--	--

Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting services For May 2025	5/31/2025	1.0	\$600
Communications Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00

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



NC Name: Hollywood United **Meeting Date:** 12/9/2024, Fire Station 82 Annex
Budget Fiscal Year: 2024/2025 **Agenda Item:** 4

Board Motion and/or Public Benefit Statement (CIP and NPG): Discussion and possible motion to approve the renewal of the Media Arts International contract for six months and a monthly fee of \$600.00 and hourly billing rate for work outside the contract of \$85.00 per hour for web, communication and consulting services for HUNC.
 Motion: Jim Van Dusen
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Method of Payment: (Select One) Check Credit Card Board Member Reimbursement

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Jim Van Dusen	Residential Area 2	•						
Georgette Darby	Business/Org Area 2	•						
Chad McMurray	Residential Area 4				•			
Paul Barbosa	Business/Org Area 3	•						
Shane Kalminski	Area 4 At-Large	•						
Mark Millner	Area 2 At-Large	•						
Oliver Alvarez	Area 3 At-Large	•						
Sydney Russell	Youth Issues					•		
Joey Meehan	Area 1 At-Large				•			
Josh Goldstein	Unclassified Stakeholder Status	•						
Kevin Ackerman	Residential Area 1				•			
Vacant	Residential Area 3							
Vacant	Business/Org Area 1							
Vacant	Business/Org Area 4							
Board Quorum:	8	Total:	7	0	0	3	1	0

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Print/Type name: Jim Van Dusen	Print/Type name: Georgette Darby
Date: 1/6/2025	Date: 1/6/2025



6421 La Punta Drive
 Los Angeles, CA 90068
 www.mediaart.com
 323.469.4967 tel

Invoice

Date: 01-Jul-25
Invoice ID: HUNC25-46
ID: 35-2172398

Bill To:	Project Information
Hollywood United Neighborhood Council P.O. Box 3272 Los Angeles, CA 90078	Project Code HUNC-4 Description HUNC Monthly Website and Internet Consulting Services MAI Contact George Skarpelos Project Contact P.O. n/a Contract Date 18-Jan-22 Date Finished Continuing
Billing Information	
Billing Period 6/1/2025 - 6/30/2025 Client Code HUNC Client Contact Sheila Irani	

Charges	
Labor	\$600.00
Materials	\$0.00
Travel	\$0.00
Items	\$0.00
Total	\$600.00

Detail of Charges			
Description of Labor	Date	Time	Cost
George Skarpelos (\$600/Month)			
Consulting services For June 2025	6/30/2025	1.0	\$600
Communications Consulting Subtotal		1.0	\$600.00
Labor Subtotal:		1.0	\$600.00

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



NC Name: Hollywood United **Meeting Date:** 12/9/2024, Fire Station 82 Annex
Budget Fiscal Year: 2024/2025 **Agenda Item:** 4

Board Motion and/or Public Benefit Statement (CIP and NPG): Discussion and possible motion to approve the renewal of the Media Arts International contract for six months and a monthly fee of \$600.00 and hourly billing rate for work outside the contract of \$85.00 per hour for web, communication and consulting services for HUNC.
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Paul Barbosa	Business/Org Area 3	•						
Shane Kalminski	Area 4 At-Large	•						
Mark Millner	Area 2 At-Large	•						
Oliver Alvarez	Area 3 At-Large	•						
Sydney Russell	Youth Issues					•		
Joey Meehan	Area 1 At-Large				•			
Josh Goldstein	Unclassified Stakeholder Status	•						
Kevin Ackerman	Residential Area 1				•			
Vacant	Residential Area 3							
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Authorized Signature <i>Jim Van Dusen</i>	Authorized Signature <u>Georgette Darby</u> <small>Georgette Darby (Jan 8, 2025 11:40 PST)</small>
Print/Type name: Jim Van Dusen	Print/Type name: Georgette Darby
Date: 1/6/2025	Date: 1/6/2025

Monthly Expenditure Report



Reporting Month: August 2025

Budget Fiscal Year: 2025-2026

NC Name: Hollywood United
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$39573.16	\$1566.81	\$38006.35	\$0.00	\$0.00	\$38006.35

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$13450.00	\$1566.81	\$9547.77	\$0.00	\$9547.77
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1550.00	\$0.00	\$1550.00	\$0.00	\$1550.00
Neighborhood Purpose Grants	\$10000.00	\$0.00	\$10000.00	\$0.00	\$10000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$2335.42	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_MYHUNC.	08/01/2025	Gsuite Office Products	General Operations Expenditure	Office	\$122.19
2	HENRY PRINTING & GRAPH	08/04/2025	Printing Services	General Operations Expenditure	Office	\$40.12
3	WEB BLUEHOST.COM	08/05/2025	Web service Provider	General Operations Expenditure	Office	\$155.94
4	MAILCHIMP	08/07/2025	Email service provider	General Operations Expenditure	Office	\$39.00
5	HENRY PRINTING & GRAPH	08/08/2025	Printing services	General Operations Expenditure	Office	\$115.46
6	4IMPRINT, INC	08/22/2025	\$1500 for outreach materials. This was purchased prior to end of fiscal year and CC was closed but 4Imprint did not enter the charge until AFTER the end date use of CC	General Operations Expenditure	Office	\$908.48
7	HENRY PRINTING & GRAPH	08/22/2025	Printing Services	General Operations Expenditure	Office	\$26.12

8	USPS PO 0545370028	08/26/2025	Post Office Box Fee	General Operations Expenditure	Office	\$117.00
9	AMAZON MARK MM4AB1B63	08/30/2025	Laptop Battery replacement for HUNC laptop	General Operations Expenditure	Office	\$42.50
Subtotal:						\$1566.81

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00



**UNITED STATES
POSTAL SERVICE.**

HOLLYWOOD
1615 WILCOX AVE
LOS ANGELES, CA 90028-9998
www.usps.com

08/26/2025

12:50 PM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

Box Renewal			\$117.00
-------------	--	--	----------

ZIP CodeSM: 90078

Box #: 3272

Rental Start Date: 09/01/2025

Next Renewal Date: 02/28/2026

Customer Name: SHEILA IRANI

Grand Total: \$117.00

Credit Card Remit \$117.00

Card Name: MasterCard

Account #: XXXXXXXXXXX4244

Approval #: 071952

Transaction #: 974

AID: A000000041010

ALI: MASTERCARD

PIN: Not Required

Chip

TO REPORT AN ISSUE
Visit <https://email.usps.com>

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

PREVIEW YOUR MAIL AND PACKAGES
Sign up for FREE at
<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Customer Service
1-800-ASK-USPS
(1-800-275-8777)
Agents do not have any additional information other than what is provided on USPS.com.

Tell us about your experience.
Go to: <https://postalexperience.com/fios>
or scan this code with your mobile device,



or Call 1-800-410-7420.

UFN: 054537-0028
Receipt #: 840550000032-3-9029438-2
Clerk: 04



Invoice

Invoice number: 5315620310

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States
Federal Tax ID: 77-0493581

Bill to

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

Details

Invoice number5315620310
Invoice dateJul 31, 2025
Billing ID3288-8062-9811
Domain namemyhunc.org

Google Workspace

Total in USD **\$122.19**

Summary for Jul 1, 2025 - Jul 31, 2025

Subtotal in USD \$122.19
Tax (0%) \$0.00
Total in USD \$122.19

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Jul 1 - Jul 16	16	69.36
Google Workspace Business Starter	Usage	Jul 17 - Jul 31	13	52.83
			Subtotal in USD	\$122.19
			Tax (0%)	\$0.00
			Total in USD	\$122.19

Need help understanding the charges on your invoice? [Click here for detailed explanations](#)

<https://support.google.com/a?p=gsuite-bills-and-charges>

Fwd: Bluehost Renewal Confirmation

2 messages

George <george@mediaart.com>
To: Paul Barbosa <paul@myhunc.org>, Brandi D'Amore <brandi@myhunc.org>

Tue, Aug 5, 2025 at 5:19 PM

FYI
All the Best,
George

Begin forwarded message:

From: Bluehost <noreply@account.bluehost.com>
Subject: Bluehost Renewal Confirmation
Date: August 5, 2025 at 1:20:18 AM PDT
To: GEORGE@MYHUNC.ORG
Reply-To: Bluehost <no-reply+12806736710@account.bluehost.com>

[Account Login](#)

Thanks for your renewal!

We appreciate your business
Renewal Confirmation: 1828398939

Your Recent Renewal

Date: 2025-08-05
Account Number: 53470865
Account Holder: George Skarpelos
Credit Card: xxxxxxxxxxxx7274

Description	Term	Expires	Price
Renewal of: WordPress Choice Plus Hosting HOLLYWOODUNITEDNC.ORG	1 semi_annual(s)	02/20/2026	\$155.94

Total Tax: \$0.00

Today's Total*: \$155.94

Account or billing questions? We're here for you.

Contact our Customer Support Team with any questions or concerns you have.
Call 888-401-4678, or [Chat](#) anytime.

To manage your renewal options, visit your [Renewal Center](#) here.

View your account information 24/7 by logging in [here](#).

Thanks for choosing Bluehost. The payment method used today, or the method we have on file, will be used for renewals unless you change it or cancel. You can cancel at any time prior to being renewed by logging into your renewal center. Services set to auto-renew will do so on their renewal date.

Your continued use of Bluehost implies your acceptance of the [terms and conditions](#), [auto-renewal terms](#), and [Privacy Notice](#) which you accepted at the time of purchase.



Refer a friend, earn \$50^x

bluehost

Get Started

Brandi D'Amore <brandi@myhunc.org>
To: George <george@mediaart.com>
Cc: Paul Barbosa <paul@myhunc.org>

Tue, Aug 5, 2025 at 5:21 PM

Thanks, George! I don't know what this is so if you could explain?

Brandi A. D'Amore
President
Hollywood United Neighborhood Council
[Quoted text hidden]



Your order has been processed.

Invoice MC10709663

Processed on August 06, 2025 11:34 PM Los Angeles.

Monthly plan	\$39.00
1001 - 1500 subscribers.	
Intuit Assist for Mailchimp*	\$0.00
AI-powered marketing	

Paid via Mast ending in **7274** which expires **07/2028** **\$39.00**
on August 07, 2025

Balance as of August 07, 2025	\$0.00
--------------------------------------	---------------

* Intuit Assist functionality (beta) is available to certain users with Premium, Standard and Legacy plans in select countries in English only. Access to Intuit Assist is available at no additional cost at this time. Pricing, terms, conditions,



101 Commerce St
 PO Box 320
 Oshkosh, WI 54901

www.4imprint.com

877-446-7746
 800-355-5043

SHANE KALMINSKI HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL 1743 GARFIELD PL APT 105 LOS ANGELES CA 90028-5947	Shipping Address Shane Kalminski Hollywood United Neighborhood Council 1743 GARFIELD PL APT 105 LOS ANGELES, CA 90028-5947 USA Tel: (586) 322-2601
---	---

Invoice Number 13976068	Account No. 6625246
Invoice Date June 24, 2025	Account Rep. Beth Rustick
Reference No	Our Order No. 29642822

Item Lip Balm & Sunscreen Combo - 24 hr	Colors (Carabiner,Balm Flavor): Blue, Vanilla
--	--

Qty	Item #	Description	Unit \$	Price \$	Total \$
100	129902-24HR	Lip Balm & Sunscreen Combo - 24 hr	4.5900	459.00	459.00
1	Set-Up Charge	Set-Up Charge(Per Order Line)	65.0000	65.00	65.00
1	Delivery	24 hr Rush Service	40.0000	40.00	40.00
1	Discounts	24 hr VIP Discount	-40.0000	-40.00	-40.00
1	Coupon	Coupon Code	-52.4000	-52.40	-52.40
		Freight		13.17	13.17
				Tax	45.98
					530.75

Item Incline Soft Touch Stylus Metal Pen - Laser Engraved - 24 hr	Colors (Barrel,Trim): Royal Blue, Chrome
--	---

Qty	Item #	Description	Unit \$	Price \$	Total \$
200	145467-L-24HR	Incline Soft Touch Stylus Metal Pen - Laser Engraved - 24 hr	1.5300	306.00	306.00
1	Set-Up Charge	Set-Up Charge	30.0000	30.00	30.00
1	Coupon	Coupon Code	-33.6000	-33.60	-33.60
		Freight		45.85	45.85
				Tax	29.48
					377.73

Total Net	833.02
Total Tax	75.46
Grand Total	908.48
Total Due	908.48

Please ensure that payment is received by Jul 24 2025.



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

877-446-7746
800-355-5043

Invoice Number	13976068	Account No.	6625246
Invoice Date	June 24, 2025	Account Rep.	Beth Rustick
Your Order No.		Our Order No.	29642822

Thank You! We appreciate your business.
Any overruns you may have received are yours with our compliments.

- **To ensure proper credit to your account, please quote "13976068/6625246" on your check or remittance.**
- **If you are not satisfied with your order, please call 1-800-300-0764.** All claims must be made within 5 days of receipt.
- **Any questions regarding your invoice?** Please call 1-800-982-8979. Our terms are Net 30.
- **Please make checks payable to 4imprint, Inc.**

4imprint Federal ID #39-1837105, GSA Contract # GS-07F-9626S. A Late Payment Charge based on maximum annual percentage allowed by your state law will be applied to this balance owed under this invoice when the invoice becomes past due. The purchaser agrees to pay all of the company's reasonable attorney's fees and any collection agency fees incurred in the collection of any amount owed hereunder and not paid when due. Purchaser agrees to pay any sales or use tax. No credit will be issued for returned merchandise without our consent. This invoice is a conditional acceptance by the seller of the buyer's offer to purchase seller's goods. It may contain terms which differ from or add to those contained in the buyer's purchase order, and to the extent that this is the case, the seller hereby expressly conditions its acceptance of the buyer's offer on the buyer's assent to the additional or different terms. The buyer's receipt and retention of the goods covered by this invoice constitutes acceptance of any such additional or different terms. The buyer and seller agree that any contract hereby entered into has been made and is to be construed according to our State Law.

To Pay Your Invoice Online Please Visit:

www.4imprint.com/payinvoice

To Remit By Check:

4imprint, Inc.

25303 Network Place

Chicago, IL 60673-1253



HENRY PRINTING & GRAPHIC, INC.

6124 W. Sunset Blvd. Hollywood, CA 90028
Tel: 323.464.7228 * Fax: 323.464.5805
henryprinting@sbcglobal.net
www.henrypg.com

Invoice

6624

SOLD TO: Hollywood United

DATE 8/12/25

CONTACT: Neighborhood Council

DATE DUE _____

PHONE/FAX: _____

COD PICK-UP

ADDRESS: Brandi Alexis D/Dimm

CASH DELIVERY

CHECK CREDIT CARD

CITY: _____

PO #	TERMS	SALESMAN	
Quantity	Description	Unit Price	Item Amount
228	copies		
20	staples		
Henry Printing & Graphic, Inc 6124 W Sunset Blvd Los Angeles, CA 90028 323-464-7228 All Sales Final!			
08/22/2025	03:39PM		
Sale			
Credit Card	MASTERCARD		
MASTERCARD	*****4244		
Entry Mode:	Manual		
Entry Legend:	Manual		
Invoice #:	001116		
Store #:	9346		
Trace #:	001117		
Batch #:	130		
Amount	USD \$ 26.12		
APPROVED			
Response:	ZIP MATCH		
Response Code:	00		
Auth Code:	029497		
CVM:	SIGN		
Transaction Ref (RRN):	523422664759		
Transaction ID:	0822MCFGWACTP		
Local Transaction Date:	082225		
Local Transaction Time:	154010		
The Issuer of the Card identified on this item is authorized to pay the amount shown as total upon proper presentation I promise to pay such total (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such Card.			
No Refunds, No exchanges CUSTOMER COPY			
		SUB TOTAL	23.80
		RESALE / TAX	2.32
		TOTAL	26.12
		DEPOSIT	
		BALANCE	

responsible for any orders & Graphic Inc. Guarantee der.

Thank You!

Order Summary

Order placed August 29, 2025 Order # 113-4937202-0545829

Ship to paul@myhunc.org 4929 SAN RAFAEL AVE # A LOS ANGELES, CA 90042-3132 United States	Payment method Mastercard ending in 4244 View related transactions	Order Summary Item(s) Subtotal: \$31.74 Shipping & Handling: \$6.99 Total before tax: \$38.73 Estimated tax to be collected: \$3.77 Grand Total: \$42.50
---	---	---

Delivered August 31
Package was left inside the residence's mailbox



[56Wh 33YDH Laptop Battery for Dell Inspiron 17 7000 Series 7779 7778 7786 7773 2-in-1 15 7577 G3 3579 3779 G5 5587 G7 7588 Latitude 13 3380 14 3490 3590 3580 3400 3500 451-BCDM PVHT1 P30E 81PF3 081PF3](#)

Sold by: [FPRO](#)

Return or replace items: Eligible through September 30, 2025
\$31.74

