

## Mid-Town North Hollywood Neighborhood Council By-Laws

### ARTICLE I – NAME

Section 101. Name. The name of this organization is the *MID-TOWNNORTHHOLLYWOOD NEIGHBORHOOD COUNCIL* and is hereafter referred to as the "Council."

### ARTICLE II - PURPOSE, POLICY

**Section 201. Purpose.** The purposes of the Council shall be:

- A. To provide a means for neighborhood stakeholders to express their collective will to municipal decision makers with regard to issues involving the community.
- B. To provide a means to advocate to municipal departments providing services to the neighborhood.
- C. To provide neighborhood consultation and input regarding planning, zoning, and budgeting priorities.
- D. To provide greater awareness of available City resources.

**Section 202. Policy.** The policy of the Council shall be:

- A. To inform community residents of forthcoming projects.
- B. To provide non-financial assistance to an individual of a group or organization in the advancement of pursuing whatever community project the individual or the members of the group or organization think desirable and which the council desires to support.
- C. To create a forum to enable any individual or group or organization to speak out on any side of any issue on which the individual or group or organization wants to be heard.
- D. To remain non-partisan.
- E. To not discriminate regardless of race, creed, religion, gender, color, gender, sexual orientation, age, disability, marital status, income, national origin, ancestry, political belief, or part affiliation.

### ARTICLE III - BOUNDARIES, MEMBERSHIP/STAKEHOLDERS

**Section 301. Boundaries.** The Council's geographical boundaries are as follows; the northern boundary is Vanowen Street between the 170 freeway and The Los Angeles City Limit with the city of Burbank. At Clybourn Avenue the boundary runs south along the Los Angeles City Limit with the City of Burbank to Margate, then west to Cahuenga, continuing south along Cahuenga to Camarillo, west on Camarillo to Denny, then south on Denny to Riverside Drive. At Riverside Drive the boundary runs west to Vineland Avenue, then north along Vineland to Camarillo, continuing west along Camarillo to the 170 freeway. At the 170 freeway and Camarillo the boundary heads north along the 170 freeway to Vanowen Street.

- District 1: Begins at the 170 freeway and Vanowen, running east along Vanowen to Lankershim, south along Lankershim to Colfax Avenue, continuing south along Colfax Avenue to Oxnard Street, east along Oxnard Street to Tujunga Avenue, south along Tujunga to Burbank Blvd., west along

Burbank Blvd to the 170 freeway, then north along the 170 freeway to Vanowen.

- District 2: Begins at Lankershim and Vanowen, rumling east along Vanowen to Fair Avenue, south along Fair Avenue to Erwin Street, east along Erwin Street to Vineland Avenue, south along Vineland Avenue to Oxnard Street, west along Oxnard to Colfax Avenue, then north along Colfax to Lankershim.
- District 3: Begins at Fair Avenue and Vanowen, heading east along Vanowen to Clybourn, south along The Los Angeles City Limit to Hatteras, west along Hatteras to Vineland, north along Fair Avenue to Vanowen Street.
- District 4: Begins at the 170 freeway and Burbank Blvd., heading east along Burbank Blvd. to Tujunga, north along Tujunga to Oxnard Street, east along Oxnard Street to Vineland, south along Vineland to Hatteras Street, east along Hatteras Street to Clybourn, south along Clybourn to Burbank Blvd., west along Burbank Blvd. to Vineland, south along Vineland to Magnolia, west along Magnolia to the 170 freeway, then north along the 170 freeway to Burbank Blvd..
- District 5: Begins at the 170 freeway and Magnolia, east along Magnolia to Vineland, north along Vineland to Burbank Blvd., east along Burbank Blvd to Clybourn, south along Clybourn to Margate, west along Margate to Cahuenga, south along Cahuenga to Camarillo, west along Camarillo to Denny, south along Denny to Riverside Drive, west along Riverside Drive to Vineland, north along Vineland to Camarillo, west along Camarillo to the 170 freeway, then north along the 170 freeway to Magnolia Blvd..

(See Attached map of our boundaries, including our five Council districts.)

*(The five geographical areas within our Council area are based on census tract information and are close inpopulation numbers. Businesses are spread throughout the Council area and at least one officeholder in each geographic area is required to represent a business.)*

**Section 302. Membership/Stakeholder.** Membership in the Council is open to anyone who lives, works owns property, or is a stakeholder in the recognized boundaries of the Council. A stakeholder is anyone who lives, works, owns property, or people who participate with community, non-profit or arts organizations, faith-based institutions, schools, and the Chamber of Commerce within the Council area

## **ARTICLE IV - ELECTIONS**

**Section 401. Annual Elections.** The election for the Board of Directors will be held every two years during the second quarter calendar year (April, May, June). Election Procedures will be developed with the assistance of an Independent Election Administrator (IEA). The interim board will approve the election procedures consistent with the Citywide Election Procedures and

provide them to DONE for final approval to ensure consistency with Citywide Election Procedures. The election procedures shall contain the details of the election process. The election process shall be overseen by an Independent Election Administrator, and any challenges to the election results or process shall be resolved by a Final Decision Maker, if necessary, as per the Citywide Election Procedures.

**Section 402. Notification**

All seats of the Board shall be up for election on election day.

**Section 404. Election Majorities.** No single community stakeholder group shall comprise a majority of its Board as per Section 502.

**ARTICLE V - NEIGHBORHOOD COUNCIL GOVERNING BOARD**

**Section 501. Governing Board Composition.** The Board of the Council shall be the Board or Directors, and is hereafter referred to as the "Board." The Board shall consist of twenty-three (23) members. All Board members must be stakeholders during their entire term of office.

**Section 502. Board Composition.** The Board shall be comprised of the following members:  
A. At least one resident, one business representative and an at large seat from each district (Three Board members from each of the 5 districts as described in the boundaries. The third member will be an at large position open to any individual who lives, works, or owns property in the district, excluding B, C, D, E, and F.) .....15 board members  
B. Community organization or other non-profit organization (excluding C, D, E ,F).....4 board members  
C. Arts Organization (includes Art, Music. Theatre, Dance & Spoken Word Organizations)..... 1 board member  
D. Chamber of Commerce .....1 board member  
E. Religious Institutions .....1 board member  
F. Schools .....1 board member

**Section 503. Definition of Qualifying Words.** Residents may include property owners and others who reside within the Board areas. Business representatives may include, but are not limited to, stakeholders operating or working for businesses within the boundaries of the Mid-Town North Hollywood Neighborhood Council area. Stakeholders who own rental property are considered business representatives.

**Section 504. Board Composition Goal.** It is the intention of the Mid-Town North Hollywood Neighborhood Council to make the composition of its Board as diverse as possible while keeping the numbers of Board members down to a manageable size.

**Section 505. Term of Office.** Terms shall be for two years with the terms starting the month after the election has been certified. No person may serve more than 8 consecutive years on the Board. Officers will be elected n later than the second meeting following election certification.

**Section 506. Vacancies.**

A. If a Board member has three (3) consecutive unexcused absences from any Board meeting this is considered a vacancy from the Board. If a Board member has three (3) unexcused absences from any Committee meeting for which they are on, during a 6

month period, this is considered a vacancy from the Committee. An unexcused absence is one, which has not been communicated to any Board Officer and/or Committee Chair. At the next meeting, following the Board member's third unexcused absence, the Board will declare that a vacancy exists. Vacancies will be filled by a majority vote of the remaining Board, conforming to Section 502.

B. In the event of a vacancy on the Board and in the case of no candidates running for office, the President of the Board may then fill said vacancies by the appointment of a qualified candidate (conforming to section 502), subject to approval of a majority vote of the Board. Said appointees shall fill out the remainder of the term for which he or she has been appointed. If the Board is unable to fill a vacancy, this process shall continue at each subsequent Board meeting until such vacancy has been filled.

**Section 507. Removal.** Any member of the Board can be removed at any time if the Board deems this is in the best interest of the Council. Removal requires a (2/3) vote of the members of the Board. The reasons for this removal shall be explicit, in writing, and stated publicly at the Board meeting before the public Board meeting where the removal shall take place. The Board will seek the approval and the guidance of the Office of the City Attorney during this process and the Board member who is the target of the removal shall be given ample opportunity to follow a grievance procedure at the Board meeting which is considering his removal. Removal requires a two-thirds (2/3) vote of the attending members of the Board at the meeting where Removal is being considered.

**Section 508. Meetings.** Meetings of the Council will be held within the Council area on a regular basis, at least once per calendar quarter, at the time and place fixed by resolution of the Board. Notice of all meetings of the Council will be given in accordance with the Ralph M. Brown Act, including posting at the Public Notice Location Log. A public comment period will be provided at all regular meetings of the Council. The Board will determine the format and amount of time allowed for the public comment period. The President, or in his/her absence, the Vice President, may call a special meeting of the Council at any time. At least two-thirds (2/3) of Board members must give consent for special meetings to be held. Unless the Board prescribes otherwise, the President, or in his/her absence the Vice President, will fix the time and place of special meetings. Special meetings must be publicly noticed at least 48 hours prior to the meeting. All Board members must receive written notice of special meetings at least 48 hours prior to the meeting.

**Section 509. Notification.** To the greatest extent possible, all meetings of the Board are to be adequately publicized including notification to area media. In addition, the Board will, at least once each calendar quarter, report to stakeholders. The Mid-Town North Hollywood Neighborhood Council (and/or its Board) will establish procedures for communicating with all Neighborhood Council Community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

**Section 510. Reconsideration of Board Decisions.** The Board may reconsider and amend its actions on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days,

shall: (1) make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting; (1) A Motion for Reconsideration on the described matter and (2) a (proposed) Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall be in compliance with the Brown Act.

**Section 511. Quorum and Majority.** Twelve (12) Board members will constitute a quorum and a majority of those board members present at a meeting will constitute a majority for the purposes of passing business at that meeting unless other provisions of these bylaws provide for a different number for certain types of business. Fewer than a quorum may adjourn from time to time until a quorum is in attendance. Written notice of an adjourned meeting need not be given to the Board members.

**Section 512. Committees.** The Board may establish standing and ad hoc committees as deemed necessary for the accomplishment of the purposes of the Council as described in Article I, Section 102103 of the By-laws. Every Board member must serve on at least one committee.

**Section 513. Cooperation with other Entities.** The Council has an inherent interest in many issues that transcend its boundaries. Therefore, with guidance and advice from the Office of the City Attorney and in compliance with all local, state, and federal laws, the Board may participate in wider-ranging political processes and enter into agreements with other neighborhood council organizations, which may include the selection of delegates chosen from among the stakeholders for the purpose of representing the Council on regional and citywide organizations and issues groups. The Council will take no action in regards to political positions without affirmative advice and council from the Office of the City Attorney.

## **ARTICLE VI - OFFICERS**

**Section 601. Officers.** The Executive Officers of the Council will be a President, Vice President, Treasurer, and Secretary, all of whom will be elected by the Board from amongst its Board members. Officers serve at the pleasure of the Board and unless sooner removed by a majority vote of the Board, officers elected at the first meeting of the Board will hold office until the election and qualification of their respective successors. Removal of the Executive Officers shall be handled the same way as in Section 507 of these by-laws and shall always be done only with the advice and guidance of the Office of the City Attorney. The Board shall elect its Executive Officers at the next regularly scheduled meeting after each general election for Board members and the seating of the new Board members having taken place. This meeting will be the first meeting after July 1 of each year.

**Section 602. President.** The President will preside at all meetings of the Council. The President will also perform such other duties as may be directed by resolution of the Council.

**Section 603. Vice President.** The Vice President will have and exercise all the powers, authority, and duties of the President during the absence of the latter. The Vice President will also perform such other duties as assigned by the President or Council.

**Section 604. Secretary.** The Secretary will prepare and maintain full and correct records of all meetings of the members and of the Council, which records will be prepared within ten (10) days after the meetings. The Secretary will give, in the manner prescribed in these By-laws, proper notice of all meetings of the Council and shall perform such other duties as may be directed by resolution of the Council. The Secretary shall provide an Attendance Report to the Council quarterly.

**Section 605. Treasurer.** The Treasurer, under the control and direction of the Council, will establish an accounting system, which complies with generally accepted accounting principles, and provide and maintain full and complete records of all the assets and liabilities of the Council. Subject to limitations and control as may be imposed by the Board, the Treasurer will have custody of all funds, valuable papers, and other assets of the Council. The Treasurer will collect all Council revenues and issue a receipt therefore. The Treasurer will open and maintain a separate bank account for each type of appropriated fund or grant received. All funds received from any source become City funds (if not from the City or any of its official entities) as they are given to a City entity. Each type of fund or grant will be duly accounted for under separate ledgers. The disbursement of funds will require the signatures of the Treasurer and such other officers as the Board may designate. The Council's financial records and account books will be open and available for inspection by stakeholders and the general public. At the annual meeting, the Treasurer will report to the stakeholders on the Council's finances. In addition, the Treasurer will submit account statements to the Department of Neighborhood Empowerment no less than once and no more than twice during each year, the date of which shall be prescribed by DONE.

**Section 606. Parliamentarian.** The Parliamentarian shall have a thorough knowledge of the Brown Act, Robert's Rules of Order, By-laws and Standing Rules; advising the Chair as required. The Parliamentarian shall ensure meetings are conducted in an expeditious manner. The Parliamentarian monitors the time.

## **ARTICLE VII - FINANCIAL ACCOUNTABILITY**

**Section 701.** The Council agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and in the Plan and as stated in the City's Certification Application. The Council further agrees to comply with all the financial reporting requirements as prescribed by the Department of Neighborhood Empowerment.

## **ARTICLE VIII - COMPLIANCE AND PARLIAMENTARY AUTHORITY**

**Section 801. Compliance with Law and Regulations.** The Council will comply with all applicable requirements of the Ralph M. Brown Act and all other rules and regulations for the conduct of Neighborhood Councils as promulgated by the Department of Neighborhood Empowerment.

**Section 802. Parliamentary Authority.** Roberts Rules of Order, Revised shall be the parliamentary authority at meetings of the Council.

## **ARTICLE IX - GRIEVANCE PROCEDURES, POLITICAL ACTIVITIES**

**Section 901. Grievance Procedure.** Any person or group adversely affected by the decision or policy of the Council may file a grievance. The Grievance committee shall have ten (10) working days to properly respond to the grievance and try to resolve the complaint. If no agreement can be made, the Board must vote on it at the next regular meeting. The Grievance Committee could apply for mediation and dispute resolution from the Department of Neighborhood Empowerment (DONE), if no agreement can be reached. This must be done within ten (10) working days of the failure to reach an agreement. All complainants have the right to appeal to DONE.

**Section 902. Political Activities.** Neither the Council nor any member purporting to speak for it shall endorse any candidate for public office or any political party. Membership rosters of the Council shall not be used for political, commercial, or any other activity not directly related to the Council.

## **ARTICLE X - AMENDING BY-LAWS, ETHICS**

**Section 1001. Amending By-laws.** The by-laws may be amended, altered, or repealed by a two-thirds (2/3) vote of those Board members present at any meeting, provided that the exact wording of the proposed change(s) is included in the agenda of the required notice of the meeting. Any amendments of these by-laws must first be reviewed and approved by DONE.

**Section 1002. Ethics.** The Council, its representatives, and all Stakeholders will endeavor to conduct Council Business in a professional and respectful manner. The Council shall conduct itself in a manner that complies with these by-laws and the Rules and Procedures that are adopted by the Board. This Council shall be subject to any and all applicable sections of the City of Los Angeles Governmental Ethics Ordinance, and all applicable laws of local, state, and federal governmental entities shall be the minimum ethical standard.

## **ARTICLE XI – NEIGHBORHOOD COUNCIL ELECTIONS**

This Article explains the administration of Neighborhood Council elections by the City Clerk and provides information regarding Stakeholder membership, the board's structure, and Stakeholder eligibility for voting and being selected or elected to a board seat. The provisions in this Article supersede any prior inconsistent provisions contained in the bylaws.

### **Section 1101: Administration of Elections**

Elections shall be conducted every two years in even numbered years and shall be administered by the City Clerk beginning on April – June 2008. The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the City Clerk shall take precedence over any inconsistent language in these bylaws.

### **Section 1102: Board Term**

Beginning with the City Clerk conducted election held on April – June 2008, a board member’s term shall be for the duration of two years or until a successor is elected or appointed.

### **Section 1103: Stakeholder Definition**

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work, or own property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it.

### **Section 1104: Governing Board Composition and Voting**

The illustration below is a diagram explaining the number of board seats, the eligibility requirements for holding any specific board seats, and indicates which Stakeholders may vote for the board seats.

<b>BOARD POSITION</b>	<b>ELECTED OR APPOINTED?</b>	<b>STAKEHOLDER ELIGIBILITY FOR THE SEAT</b>	<b>QUALIFICATIONS TO VOTE FOR THE SEAT</b>
A. Resident (5 Seats – One from each of the five Neighborhood Council Districts)	Elected	Stakeholder must be a resident, including property owners and others who reside within the Neighborhood Council Districts.	Stakeholders 18 years of age and above.
B. Business (5 Seats – One from each of the five Neighborhood Council Districts)	Elected	Business representatives may include, but are not limited to, stakeholders operating or working for businesses, including owners of rental property within the Neighborhood Council Districts.	Stakeholders 18 years of age and above.
C. District At-Large (5 Seats – One from each of the five Neighborhood Council Districts)	Elected	Stakeholder must be from either category A or B.	Stakeholders 18 years of age and above.
D. Community Organization or other non-profit organization - excluding E, F, G, H below (4 Seats total)	Elected	Stakeholder must be from a community organization or other non-profit organization	Stakeholders 18 years of age and above.
E. Arts Organization - includes Art, Music, Theater, Dance & Spoken Word Organizations (1 Seat total)	Elected	Stakeholder must be from an arts organization	Stakeholders 18 years of age and above.

F. General At-Large (1 Seat total)	Elected	Open to any individuals within the Neighborhood Council Districts who declare a stake in the neighborhood and affirm the factual basis for it.	Stakeholders 18 years of age and above.
G. Religious Institutions (1 Seat total)	Elected	Stakeholder must be from a religious institution	Stakeholders 18 years of age and above.
H. Schools (1 Seat total)	Elected	Stakeholder must be from a school	Stakeholders 18 years of age and above.

All stakeholders aged 18 and above shall be entitled to vote in the Neighborhood Council elections.

The Governing Board must, to the extent possible, reflect the diversity of the Neighborhood Council's Stakeholders. Accordingly, no single Stakeholder group shall comprise a majority of the Neighborhood Council's governing body, unless extenuating circumstances are warranted and approved by DONE.

*Note:*

*Original Bylaws adopted February 6, 2002, approved by DONE September 17, 2002*

*Section 502 amended January 14, 2004, approved by DONE February 18, 2005*

*Section 606 addition added October 13, 2004, approved by DONE August 19, 2005*

*Section 604 amended November 10, 2004, approved by DONE August 19, 2005*

*Section 403 amended July 13, 2005, approved by DONE September 29, 2005*

*Section 506A amended July 13, 2005, approved by DONE September 29, 2005*

*Section 401 amended December 12, 2007, approved by DONE December 26, 2007*

*Section 402 amended December 12, 2007, approved by DONE December 26, 2007*

*Section 403 amended December 12, 2007, approved by DONE December 26, 2007*

*Section 405 amended December 12, 2007, approved by DONE December 26, 2007*

*Section 505 amended December 12, 2007, approved by DONE December 26, 2007*

*Article XI amended March 12, 2008, approved by DONE March 21, 2008*