

NEIGHBORHOOD COUNCIL APPLICATION TO CHANGE OR ADJUST BYLAWS
NEIGHBORHOOD COUNCIL NAME – Empowerment Congress North Area neighborhood
Development Council

IMPORTANT

THIS “APPLICATION TO CHANGE OR ADJUST BYLAWS” OF A CERTIFIED NEIGHBORHOOD COUNCIL IS BASED ON ARTICLE V. SECTION 3 OF THE “PLAN FOR A CITYWIDE SYSTEM OF NEIGHBORHOOD COUNCILS” (“THE PLAN”). IT IS STRONGLY RECOMMENDED THAT YOU REVIEW THESE DOCUMENTS BEFORE COMPLETING THIS APPLICATION. COPIES OF THESE DOCUMENTS ARE AVAILABLE FROM THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT. IF YOU WOULD LIKE ASSISTANCE OR IF YOU HAVE QUESTIONS ABOUT COMPLETING THE APPLICATION PACKAGE, CONTACT YOUR PROJECT COORDINATOR IN THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT AT (213) 485-1360, or toll-free at (866) LA HELPS

APPLICATION REQUIREMENTS:

The bylaws of the Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. The Neighborhood Council bylaws shall include, at a minimum, the information required by Ordinance and the Plan and described in the original Certification Application Guidelines and Instructions, including applicable laws and ethical standards.

- Attach to this application a copy of the ORIGINAL bylaws of the CERTIFIED Neighborhood Council, and if applicable, ratified by the Neighborhood Council governing body. Only those bylaws certified by the Board of Neighborhood Commissioners or those that have been subsequently amended and approved by the Department of Neighborhood Empowerment will be accepted.
- Attach to this application the complete set of REVISED bylaws of the CERTIFIED Neighborhood Council. The revised bylaws must meet the minimum requirements as set forth in the Plan and Ordinance for Neighborhood Councils.
- If applicable, please provide a Board resolution from your Neighborhood Council approving the bylaw changes/amendments pending DONE approval, and indicating that you have complied with your Neighborhood Council internal processes for changing/amending the bylaws.

APPLICATION QUESTIONS:

1. Please provide the name, title, and contact information of the person(s) with whom the Department of Neighborhood Empowerment may discuss the bylaw revisions.

Michael Ureña President nandc.pres@gmail.com 323-229-7834

Yolanda Jones Vice President nandc.vp@gmail.com 562-688-0799

Nancy Aguilar Secretary ecnandc@gmail.com 213-485-1360

2. Please provide the Article(s), Section(s) and Subsection(s) for which change or amendment is being requested.

Below is a list of original Language followed by approved amendments.

3. Please provide the original language and the corresponding change/amendment. Attach additional pages if necessary.

Below is a list of original Language followed by approved amendments.

By-Law changes approved during February 2nd Regular Meeting:

Article V, Membership

Line #1 “The Neighborhood Development Council membership and meetings are open to all Community Stakeholders (i.e., residents, representatives of religious organizations, block clubs, neighborhood associations, businesses, property owner, schools and community based organizations) who have a vested interest in the Neighborhood Development Council.”

Amend to read: “The Neighborhood Development Council membership and meetings are open to all Community Stakeholders (as defined by the Department of Neighborhood Empowerment) within the Neighborhood Development Council boundaries and who have a vested interest in the Neighborhood Development Council.”

“Stakeholder Definition as per PLAN FOR A CITYWIDE SYSTEM OF NEIGHBORHOOD COUNCILS, Article II: Certified Neighborhood Councils shall be diverse, inclusive, and open to all Community Stakeholders. “A Community Stakeholder is defined as any individual who lives, works or owns property in a Neighborhood Council area. In addition, Community Stakeholder status may be identified by participation in, among other things, educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, codewatch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.”

Qa) Please indicate WHY the Neighborhood Council wants to make the bylaw change /amendment:

Many questions have been asked by stakeholders requesting a definition of what constitutes “stakeholder status.” This new language is clear and less vague.

Qb) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

Language is virtually unchanged except for DONE language which accurately and more broadly defines stakeholder.

Article IV, Section 4,

Standing Committees:

Line #2 “Each committee shall have one chair.”

Amend to read: “Each committee shall have one chair or not more than two Co-Chairs.”

Qa) Please indicate WHY the Neighborhood Council wants to make the bylaw change /amendment:

Because of the volunteer nature of the councils, limited time etc, NANDC chairperson volunteers must share leadership tasks and work load. Co-chairmanship allows for leadership sharing and better peer review of leadership decisions.

Qb) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

Other NC’s have similar by-laws that allow for two committee chairpersons, we wish to match this model.

Article VI, Section B,C & D

(b) Meeting Notices:

“Meeting notices will be posted at 5 public locations 72 hours prior to the meeting. Stakeholders may also be notified of the meetings via the Early Notification System (ENS)”

Amend to read:

“Meeting notices will be posted at 4 public locations 72 hours prior to the meeting. Stakeholders will also be notified of the meetings via the Early Notification System (ENS) and by posting on the www.nandc.org website.”

a) Please indicate WHY the Neighborhood Council wants to make the bylaw change /amendment:

Because of the volunteer nature of the councils time is limited, this change reduces the posting and workload by one location.

b) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

Complies with Brown Act and recent changes in DONE rules to replace one location with ENS.

(c) Monthly Meetings:

1. “The governing board shall meet monthly at regularly scheduled meeting (1st Thursday of each month).”
2. “The Governing Body will use parliamentary procedure rules of conduct and decorum for conducting their regularly scheduled monthly meetings.”

3. "Eight (8) members of the Governing Body constitute a quorum. A majority of the quorum must be present to take action on a matter. No Proxy voting allowed."

Amend to read:

1. "The governing body shall meet bi-monthly at regular scheduled meetings (1st Thursday and the 3rd Saturday of each month)."
2. "The meeting held on the first Thursday of the month shall be called the Governing Board Meeting."
3. "A majority of current Governing Body members constitute a quorum. A quorum must be present to take action on a matter. No Proxy voting allowed."
4. "The meeting held on the third Saturday of the month shall be called the Townhall Meeting."
5. "The Governing Body will use parliamentary procedure rules of conduct and decorum for conducting their regularly scheduled monthly meetings."
6. "Agendas for regular scheduled meetings are created by consensus within the Executive Committee. The Executive Committee consists of only the President, Vice president, Treasurer and the Secretary, "
7. "An Action Item requiring a vote by the governing body must also be reviewed as a Discussion Item during a prior Monthly Meeting."

a) Please indicate WHY the Neighborhood Council wants to make the bylaw change /amendment:

The addition of a second meeting was needed to meet the needs of the community and to generate timely results from the governing board. A clearer process and description was required for the creation, public noticing, and approval of agendas/proposals. There is also a great need in the community for open discussion and vetting of issues. The new agenda creation process and requirement for open discussion on agenda items before voting, is an improvement over the prior closed system.

b) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

Complies with all aspects of DONE rules and is similar in nature to by-laws held by other neighborhood councils.

Article VIII, Section B Qualifications

Line #2: "Work, attend religious organization or school within the neighborhood council boundaries."

Amend to read: "Shall be a Stakeholder (As defined by the Department of Neighborhood Empowerment) within the neighborhood council boundaries."

a) Please indicate WHY the Neighborhood Council wants to make the bylaw change /amendment:

Qualifications for board membership were vague and did not match DONE language.

b) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

Changes are in line with DONE definitions and are clearer for those wishing to become board members.

Article VIII, Section C

1. "President: Shall preside over all regular meetings of the Neighborhood Council and the Executive Body. Appoint Committees with the approval of a majority vote of the Executive Body. Represent the Council before other agencies and organizations as directed by a majority vote of the Executive Body."

Amend to read:

"President: Shall preside over all regular meetings of the Governing Body and the Executive Committee. Appoint Committees with the approval of a majority vote of the Governing Body. Represent the Council before other agencies and organizations as directed by a majority vote of the Executive Committee."

a) Please indicate WHY the Neighborhood Council wants to make the bylaw change /amendment:

The power of the president to create ad-hoc committees without the approval of the board was too great. Like other committees, ad-hoc committees should require board approval to insure stakeholder support of Presidential initiatives.

b) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

Change in line with other rules and regulations regarding the creation of committees.

Section D: Vacancies on the Neighborhood Council Governing Body

"A vacancy may occur if a member can no longer serve in their position. A written request must be submitted to the governing body describing in detail reasons for removal. A member may be removed by a majority vote of the Governing Body for the following reasons.

- (a) Unable to carry out duties responsibilities due to time limitations, illness and/or other obligations.
- (b) Poor Attendance and/or participation on the governing Body and/or meeting, events and activities.
- (c) Any vacancy may be filled by recommendation from the Governing Body, neighborhood Council member or the city Council Member and approved majority vote of the governing body."

Amend to read:

"A vacancy may occur if a member can no longer serve in their position. A written request must be submitted to the governing body describing in detail reasons for removal. A member may be removed by a majority vote of the Governing Body for the following reasons.

- (a) Unable to carry out duties responsibilities due to time limitations, illness and/or other obligations.
- (b) Poor Attendance at bi-monthly meetings and/or attendance at special meetings and/or scheduled Governing Body events and activities.

1. Poor Attendance is defined as either:

- a. Absence from three or more consecutive bi-monthly and/or special meetings without prior written notification to the Secretary.
- b. Absence (with or without notification to the Secretary) from six or more of these meetings within one calendar year.
- (c) Any vacancy may be filled by recommendation from the Governing Body, Neighborhood Council Member and approved majority vote of the governing body.
- (d) Applications for vacant seats and At-Large seats on the governing board shall include:
 - i. A letter from the applicant describing the value they would add to the community as a member of the governing board.
 - ii. Copy of resume or CV.
 - iii. Petition signed by a minimum of 10 stakeholders in support of their application. Signatures shall include name, address and telephone number for each stakeholder.”
 - iv. Copies of the application shall be posted on www.nandc.org website for public review for a minimum of two weeks prior to a vote.”

a) Please indicate WHY the Neighborhood Council wants to make the bylaw change /amendment:

Language related to the definition of poor attendance and what constitutes poor attendance was vague and had caused some consternation amongst board members and stakeholders. Because of the volunteer nature of the board, absences are unavoidable; however, previous board members had taken advantage of the leniency inherent in the by-law’s language and rarely/never attended meetings. The lack of quorum paralyzed the board and the community. For this reason we found it necessary to create a fair but firm definition for what constitutes “Poor Attendance.”

Because our election process leaves several at-large positions open, we felt it prudent to define the application process. Approval of applicants can be left up to future boards; however, an open and clear application process is vital to the quick placement of board members immediately after an election. The process defined above is one we currently use by policy and it has proven to work well during the last year.

b) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

The above stated changes comply with all DONE rules and further provide greater clarity to future board members and stakeholders.

Article VIII: Financial Accounting Process and Procedures

The Empowerment Congress North Area Neighborhood Development Council (NDC) shall maintain a bank account at a federally insured financial institution where:

- I. All money deemed for the Neighborhood Development Council, committees formed under the Council and/or projects/events, etc. organized by the Council shall be deposited;
- II. The account(s) shall be opened by the Treasurer, President and/or Vice President of the

Neighborhood Development Council. A separate account shall be opened and maintained for each funding source received;

III. Financial records for the account shall be maintained by the Treasurer and reviewed by the President, Vice President and Secretary at regularly scheduled meetings. Such records shall include, but are not limited to the Statement of Cash Flows, Cash Disbursements Journal, Cash Receipts Journal, Petty Cash Request Form, Petty Cash Journal. A Cash Receipts and Disbursement Journal should be maintained for each fund or grant and would have the beginning balance, expenses and the ending balance of the fund or grant;

IV. Bank reconciliation shall be prepared monthly. Two authorized signatures are required for all checks and/or withdrawals from bank account(s). The President or Vice President shall sign with a counter signature by the Secretary on the bank account(s). Such officers are not required to be bonded;

V. All receipts must be deposited intact;

VI. A petty cash fund shall be maintained by the Treasurer in an amount to be determined by the Neighborhood Development Council governing body based on available funding. Petty cash can be requested by any active Neighborhood Development Council governing body member to be used in support of Neighborhood Council activities, work, projects, etc.;

VII. The appropriate forms must be completed and approved by the President or Vice President prior to the disbursement of any funds. An original, valid receipt or invoice must be provided with each request;

VIII. A separate financial statement will be prepared for each funding source in accordance with Generally Accepted Accounting Practices (GAAP). The financial statements will describe the use of the funds and include, the amount appropriated, additional receipts, expenses paid and the ending balance of the funding source;

IX. A copy of the financial statements shall be submitted to the Department of Neighborhood Empowerment once per year not later than 90 days after the close of the reporting period;

X. All financial records will be maintained as public record and stored at the Empowerment Congress Headquarters;

XI. Any Neighborhood Council stakeholder can review the financial records by written request to the Neighborhood Development Council leadership. Once the written request has been received by the Council, the Neighborhood Development Council governing body must respond within 30 days advising the stakeholder of a mutually convenient date and time to review the financial records;

XII. Financial records can only be removed from the Empowerment Congress Headquarters by the Treasurer, President, Vice President or Secretary with the knowledge/permission of the Treasurer, President, Vice President and Secretary

XIII. Within two (2) weeks of a Neighborhood Development Council election, all financial records will be updated to reflect the appropriate officers in charge of the records;

XIV. In the event an officer becomes inactive prior to an election, his/her name will be removed from all accounts and authority over and access to such accounts will be revoked.

Amend to read:

The Empowerment Congress North Area Development Council (NANDC) shall maintain a budgeted account (subject to audit) funded by the Department of Neighborhood Empowerment (DONE) and accessed via 1) the Commercial Prepaid Card; 2) expedited check requests (Demand Warrant) submitted to DONE; and 3) use of petty cash:

I. All money deemed for NANDC, approved funding proposals, and/or projects/events, etc. organized by the Council and its committees shall be deposited;

II. The second signatory must be an elected member (not at-large or appointed) of the Governing Body.

III. The account shall be maintained by the Treasurer with oversight by the Executive Body. The second signatory may act in place of the Treasurer only if: 1) S/he has completed Treasurer training administered by DONE, and 2) in the absence of the Treasurer, and 3) with the approval of the President, Vice President, and Secretary;

IV. Financial records and the budget of NANDC shall be maintained by the Treasurer and reviewed by the President, Vice President and Secretary. Such records shall include (but are not limited to): the projected and/or approved budget, Statement of Cash Flows, Disbursements Journal, Cash Receipts Journal, Expenditure Requests, Office Supplies Requisitions, Petty Cash Journal. A Cash Receipts and Disbursement Journal should be maintained for all accounts payable and accounts receivable;

V. Budget reconciliation shall be prepared monthly;

VI. Requests for funds in excess of \$500 (for any expenditure, event, project, etc.) must be made via a funding proposal. Funding proposals must be submitted in writing to the NANDC Governing Body for approval. The proposal(s) will include: 1) Goals and Objectives, 2) Benefit to Stakeholders, 3) Methods for Executing Proposal, 4) Staff and Administration Needs (personnel, facilities, and supplies), 5) Project Timeline, 6) List of entities that will control final asset(s), 7) Budget

VII. All original receipts (and/or invoices) for items reimbursed and/or paid by Demand Warrant must be kept intact and submitted to DONE upon request and when applicable. A copy of all receipts and original (completed and approved) Funding Proposals, Expenditure Requests, and Office Supplies Requisitions shall be maintained by the Treasurer;

VIII. A petty cash fund (not to exceed \$1000) shall be maintained by the Treasurer. Petty cash reimbursements, requests for reimbursement for purchase of meeting refreshments, and reimbursement for items paid in conjunction with approved funding proposals can only be made to active members of the NANDC Governing Body and committee chairs;

IX. The appropriate forms must be completed and approved by the Treasurer and second signatory prior to the disbursement of any funds. An original, valid receipt or invoice must be provided when applicable;

X. The signatures of the Treasurer and second signatory are required for all Demand Warrants

(check requests);

XI. Financial statements will be prepared in accordance with Generally Accepted Accounting Practices (GAAP). The financial statements will describe the use of funds and include the amount appropriated, additional receipts, expenses paid, and the ending balance of the funding source;

XII. A financial report (accompanied by related receipts) that has been approved by the NANDC Governing Body shall be submitted to DONE once per calendar quarter for accounting and auditing review. A copy of this report will also be posted on the NANDC website;

XIII. All financial records will be maintained as public record and stored with the Treasurer;

XIV. Any NANDC stakeholder can review the financial records by submitting a written request to the NANDC secretary. Once the written request has been received by the Council, the NANDC Executive Body must respond within 30 days advising the stakeholder of a mutually convenient date and time to review the financial records;

XV. Financial records can only be removed with the knowledge and written permission of the Treasurer, President, Vice President and Secretary;

XVI. Within two (2) weeks of a NANDC Council election, all financial records will be updated to reflect the appropriate officers in charge of the records;

XVII. In the event an officer becomes inactive prior to an election, his/her name will be removed from all accounts and authority over and access to such accounts will be immediately revoked.

a) Please indicate WHY the Neighborhood Council wants to make the bylaw change /amendment:

A full scale assessment was made of our accounting process and procedures, and it was found to be out of compliance with newer DONE rules and current guidelines. This caused great confusion amongst board members and stakeholders. For this reason a broad review and change was made to this entire section and for this reason, should be considered in its entirety. Special note item II: The second signatory must be an elected member of the board, as a balance to the Treasurer, which is an appointed position.

b) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

A meticulous study was made of DONE rules and our new by-laws were amended to match. They comply with all aspects of training now received by the treasurer and second signatory. Old bylaws were out of date.

END OF SECTION

Check the box if additional pages are attached and indicate in the space provided the number of pages. **Yes, pages of new by-laws. 11 Pages.**

Please provide the name, title and signature of the person(s) authorized by the Neighborhood Council to request a bylaw change or amendment.

Yes, last page of By-Laws has signatures of each Governing Board member signifying their yes vote for approval on February 2, 2006.

Signed By:

Michael Ureña President

[Signature] 2-28/06

Yolanda Jones Vice President

[Signature] 2-28-06

Nancy Aguilar Secretary

[Signature] 3/3/06

COMPLETED APPLICATION CHECKLIST

Before submitting the Application to Change or Adjust Bylaws, please ensure that all of the following items have been completed and included with the petition materials:

- A complete set of the original bylaws as certified by the Board of Neighborhood Commissioners or your current operating bylaws that have been amended and approved by DONE.
 - A complete set of the revised bylaws.
 - A governing board resolution, or agenda and minutes approving the changes to the bylaws pending DONE approval.
1. Name of the Neighborhood Council at the time of Certification.
 2. Name and contact information of the person(s).
 3. The Article(s), Section(s), and/or Subsection(s) for which change/amendment is being requested.
 4. The original and changed/amended language of EACH proposed change to the bylaws.
 5. Why you want to change/amend the bylaws.
 6. How each proposed change complies with the Charter, Ordinance and Plan.
 7. Signature of the person(s) authorized to request by-law changes/amendments.

PLEASE RETURN THE COMPLETED APPLICATION MATERIALS, INCLUDING THIS PAGE, TO:

Field Division
City of Los Angeles, Department of Neighborhood Empowerment
340 East Second Street Ste. 406, Los Angeles, California 90012
(213) 485-1360, (866) LA HELPS

THANK YOU

FOR OFFICE USE ONLY (Please DO NOT write below this line.)

Date of Receipt

Date Response Required (please provide a minimum of 10 business days after date of receipt)

The change/amendment number(s) _____ is/are APPROVED under Article V, section 3(b) of the Plan.

The change/amendment number(s) _____ is/are INCONSISTENT with the principles governing a Certified Neighborhood Council's purposes or operations under Article V, Section 3(c) of the Plan.

Date/Location of the Board of Neighborhood Commissioners hearing: _____

If the APPLICATION IS INCOMPLETE, please indicate the reasons for that determination below.

Completed By:

DONE STAFF REVIEWER

DATE

(Revised 5/19/04)

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Michael Ureña, President
Yolanda Jones, Vice President
Nancy Aguilar, Secretary
Shane Hapuarachy, Treasurer

Committees:

Leslie Evans, Public Safety & Website
Bethany Leal, Outreach
Yolanda Jones, Budget & Finance
Rachel Capata, City Services
Jairo Umaña & Celia Castellanos,
Youth
Donna Williams, Seniors & Aging
Elena Farias & Lizette Hernández,
Land Use and Planning

**EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD
DEVELOPMENT COUNCIL**



**PO Box 7536
Los Angeles, CA 90007**
ecnandc@gmail.com
www.nandc.org

Area Representatives:

Elena Farias, Area 1
Carlos López, Area 1
Bethany Leal, Area 2
Rossana Cabrera, Area 2
Joshua Watson, Area 3
Jairo Umaña, Area 3

At Large Representatives:

Sharon Stewart
Emmanuel Caudillo
Rachel Capata
Lacey Goode

**BY-LAWS
And
OPERATING GUIDELINES
of
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL**
Approved by Governing Board 2/2/06

HISTORY

On January 23, 1992, Councilman Mark Ridley-Thomas launched the "Campaign for a New Eighth District" with the goal of increasing the quality of life for residents living in the Eighth Council District of Los Angeles.

A key feature of the Campaign was the establishment of the Empowerment Congress and institution of Neighborhood Development Councils (NDC), vehicles for people who live, work, attend school/religious organizations or own property/a business in the district to shape the policies and decisions which affect their lives. There are five Neighborhood Development Councils, divided geographically by census tracts: SOUTHEAST, SOUTHWEST, CENTRAL, WEST and NORTH.

ARTICLE I

Name of the Neighborhood Council

The Name of this Neighborhood Council is the Empowerment Congress **North Area Neighborhood Development Council (NANDC)**.

ARTICLE II

Neighborhood Council Boundaries

The North Area Neighborhood Development Council has a minimum of 20,000 people. As illustrated on the attached map, the geographic area is defined by the following:

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

- | | |
|--|-------|
| (a) Martin Luther King Blvd, | South |
| (b) 10 FWY, | North |
| (c) 110 FWY | East |
| (d) Arlington between Martin Luther King Boulevard and Jefferson Boulevard and
Western Avenue between Martin Luther King Boulevard and the 10 FWY | West |

ARTICLE III

Purpose and Mission

The purpose of this Council is to work with elected officials to improve the quality of life in communities within the Neighborhood Council boundaries. The Governing Body and stakeholders identify community concerns, and work with City officials to identify resources to address issues and develop solutions.

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

The mission of the Neighborhood Council is to:

- (a) Engage residents in efforts to create safer and healthier environments,
- (b) Educate constituents to make more informed decisions regarding the condition of their neighborhoods and,
- (c) Empower stakeholders to effect positive change in their communities.

ARTICLE IV

Governing Body

The **NORTH AREA NDC** is comprised of stakeholders who live, work attend school/religious organization or own a business/property within the Neighborhood Council's boundaries.

Section 1 **Governing Body**

The Governing Body guides and coordinates the work of the Neighborhood Council.

Through the Area Assembly, residents organize and address matters of concern in their neighborhoods. These concerns are addressed with City officials and/or their staff as they work to identify available resources.

The work of the Governing Body includes:

- identifying issues and coordinate projects to address issues
- host monthly planning meetings and quarterly Area Assembly Meetings
- form Ad Hoc Committees as needed
- establish policies & procedures
- support the work and activities of the Standing Councils

Section 2 **Composition of the Governing Body**

The Neighborhood Development Council Governing body will consist of Fifteen (15) elected and appointed members.

Elected Positions:

President

Vice President

Secretary

Six Neighborhood Representatives

(two representatives for each of the three specific geographic sub- areas within the NANDC)

Appointed Positions:

Five At-Large Representatives

Treasurer

Section 3 **Executive Committee**

The Executive Committee shall be composed of 4 members:

President

Vice President

Treasurer

Secretary

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

Section 4: **Committees**

Standing or ad-hoc committees may be established as deemed appropriate with approval of a simple majority of the governing board. All committees must have a specific purpose. An Ad-hoc committee must also include a specific task and method of automatic dissolution. All final actions are the purview of the governing body.

Standing Committees

A committee may include any number of stakeholders. **Each committee shall have one chair or not more than two Co-Chairs.** The chair selection process shall commence with proper notification at a Regular Board Meeting of the open position and nomination process to stakeholders and Board members. Upon closing of the nomination period all nominees for chair will be given an opportunity to present their qualifications for approval by the board. All committee chairs shall be appointed with approval of a simple majority of the governing body at a regular board meeting. While committees may poll members to determine the range of opinions represented with respect to issues before it, committee reports submitted to the Board shall support recommendations for action with a summary of both majority and dissenting stakeholder views. All committee reports shall be presented by their respective committee chair or designated representative.

Any and all official neighborhood council positions and/or community impact statements shall be approved by a vote of the Board prior to dissemination.

The following standing committees shall be established:

Youth Committee

Shall seek ways to involve youth in the life of the neighborhood council as well as to help them become more engaged in activities that help make our community a better place to live. The committee shall provide a safe and supportive environment for youth to voice their concerns and provide input to issues that concern them. The Committee shall provide a conduit between the youth of the community and the Board regarding youth views and issues of concern.

Budge and Finance Committee

Oversees recommendations to the Board on all financial matters of the neighborhood council, including a system of financial accountability, budgeting, record-keeping, and monthly reporting to the Board on all accounts as required by the neighborhood council and DONE. The treasurer shall serve on the committee.

Outreach Committee

Organizes and oversees all outreach efforts of the neighborhood council. Develops and on-going outreach plan which focuses on increasing **new** stakeholder participation, maintains relationships with **existing** stakeholder attendees and participants, collects stakeholder information for inclusion into the database.

Land Use and Planning Committee

The purpose of the committee shall be to oversee and make recommendations to the governing body on all issues which may require land-use building permits or approvals of any kind, planning and zoning issues that may require involvement or interactions with City, County or State departments and agencies such as: City Planning Dept., Building and Safety, CRA, Housing, Transportation, AQMD, Parks and Recreation, and Public Works.

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

Public Safety

The Public Safety Committee shall work with its stakeholders on reported threats to personal security and other law violations that impair the quality of life, and to encourage stakeholders to undertake actions of their own to inform the broader community of crime or violations that cause blight, or how to access resources to combat such problems. The committee's work will include:

- Encouraging enforcement of city codes in regard to unsightly and blight conditions, including trash dumping, graffiti, and violation of city ordinances on storing hazardous materials on lawns or driveways.
- Encouraging residents and stakeholders to bring such problems to the Neighborhood Council to work on and proactively collecting complaints from stakeholders within the Neighborhood Council boundaries on public safety problems.
- On a regular basis collecting and prioritizing the complaints brought to the Neighborhood Council or discovered by the Public Safety Committee of locations in the council borders where there is chronic crime, dangerous or blight-inducing municipal code violations, or dangerous conditions, and relaying these reports to appropriate city agencies for action.

Rules and Procedures Committee

Recommends operating procedures and oversees compliance with the bylaws. Proposes standing rules and procedures as necessary for approval of the board. Prepares and maintains a "Policies and Procedures Manual" for approval by the board. Board shall designate a parliamentarian who shall also serve as a member of this committee.

Senior and Aging Committee

Shall seek ways to involve seniors in the life of the neighborhood council as well as to help them become more engaged in activities that help make our community a better place to live. The committee shall provide a safe and supportive environment for seniors to voice their concerns and provide input to issues that concern them. The Committee shall provide a conduit between the seniors of the community and the Board regarding senior views and issues of concern,

City Services Committee

Shall seek ways to involve stakeholders in the improvement and beautification of the NANDC community through different efforts that will seek to collaborate with the varying city departments, city agencies, and other related organizations. The committee shall work with and provide stakeholders with all necessary information to create an open line of communication with all city services.

Website Committee

The mission of the NANDC website is to provide to stakeholders, the broader community, and other neighborhood councils timely information on the work of the Council, including the meeting schedule of the Board and of its various committees, and the posting of public documents of the Council such as its agendas, minutes, bylaws, list of current Board members, and committee reports. The website also provides a channel through which members of the community can write to the council, ask to be added to the Council's paper or email mailing list, or express interest in receiving ongoing information from the Council's action committees. In addition the website will act as a bulletin board for announcements and information of importance to stakeholders from city agencies, nonprofits that play a role in our community, and community groups.

The Website Committee oversees the Council's website under the direction of the Board. The Website Committee selects a webmaster, subject to Board approval. The webmaster

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

is responsible for changes in the standing text of the website and relations with the programming firm, the web hosting company, and the issuer of the Council's domain name. The webmaster will issue passwords and maintain security over website access. The webmaster will train the secretary, committee chairs, and other board members and volunteers as needed to post materials to particular updatable pages of the website using the administrative tools that are part of the back end of the site. The webmaster will post materials to updatable pages when the secretary or other board members or volunteers are unavailable to do so.

ARTICLE V

Membership

The Neighborhood Development Council membership and meetings are open to all Community Stakeholders (as defined by the Department of Neighborhood Empowerment) within the Neighborhood Development Council boundaries and who have a vested interest in the Neighborhood Development Council."

"Stakeholder Definition as per PLAN FOR A CITYWIDE SYSTEM OF NEIGHBORHOOD COUNCILS, Article II: Certified Neighborhood Councils shall be diverse, inclusive, and open to all Community Stakeholders. "A Community Stakeholder is defined as any individual who lives, works or owns property in a Neighborhood Council area. In addition, Community Stakeholder status may be identified by participation in, among other things, educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, codewatch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.

ARTICLE VI

Meetings

- (a) All meetings shall be noticed and conducted in accordance with the Brown Act.
- (b) Meeting notices will be posted at 4 public locations 72 hours prior to the meeting. Stakeholders will also be notified of the meetings via the Early Notification System (ENS) and by posting on the www.nandc.org website.
- (c) Monthly Meetings
 1. The governing body shall meet bi-monthly at regular scheduled meetings (1st Thursday and the 3rd Saturday of each month).
 2. The meeting held on the first Thursday of the month shall be called the Governing Board Meeting.
 3. A majority of current Governing Body members constitute a quorum. A quorum must be present to take action on a matter. No Proxy voting allowed.
 4. The meeting held on the third Saturday of the month shall be called the Townhall Meeting.
 5. The Governing Body will use parliamentary procedure rules of conduct and decorum for conducting their regularly scheduled monthly meetings.

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

6. Agendas for regular scheduled meetings are created by consensus within the Executive Committee. The Executive Committee consists of only the President, Vice president, Treasurer and the Secretary,
7. An Action Item requiring a vote by the governing body must also be reviewed as a Discussion Item during a prior Monthly Meeting.

- (d) Area Assembly Meetings
1. Area Assembly meetings are held once per calendar quarter.
 2. All stakeholders within the Neighborhood Development Council are invited to attend the Area Assembly meetings.

ARTICLE VII

Election of Neighborhood Council Governing Body

Section A. Election Process

- (a) Elections are held every two years. In order to comply with the Brown Act and to allow for a secret ballot, the voting process shall take place on a different date other than the NANDC General Assembly or as a scheduled NANDC meeting which is designated for polling only, that is, a NANDC meeting at which only the election takes place. There shall be no other business conducted at that time.
- (b) All eligible stakeholders can vote in elections.
- (c) Individuals can nominate themselves or be nominated by another stakeholder within the Neighborhood Development Council.
- (d) In order to provide open and fair evaluation of candidates by stakeholders, candidates must declare candidacy prior to, or at, the candidate forum. All candidates must indicate, in writing, a willingness to serve their designated term and accept responsibilities of the office for which they are a candidate. No nominations shall be accepted on the day of the election and no write-in candidates will be accepted.
- (e) Each candidate is given time to address the participants of the Candidate Forum meeting.
- (f) Candidates who cannot attend the Candidate Forum must communicate, in writing, their intention to serve if elected. A candidate can hold only one office.
- (g) Elections will be held 30 to 60 days prior to the current term ending. For the 2004-05 NANDC Board elections, the current term shall end concurrent with the installation of the newly elected Board.
- (h) Election notices will be posted at the five locations identified and the Early Notification System (ENS) may be used to notify Neighborhood Council stakeholders.
- (i) An Ad Hoc Election Committee (Election Committee) of not fewer than three stakeholders shall be formed at the discretion of the sitting Governing Board consisting of Stakeholders of NANDC. The Ad Hoc Election Committee tasks and responsibilities shall be undertaken under the guidance and with the approval of the Steering Committee. The Ad Hoc Election Committee shall establish and maintain the Election Procedures in compliance with the NANDC By-Laws, established election procedures and DONE guidelines.
- (j) An Ad Hoc Elections Committee of not fewer than three and no more than nine

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

stakeholders shall be appointed by the Governing Body. Such limits shall not preclude any quantity of volunteers to assist in the election process. The committee shall be dissolved upon certification of the election results and all records archived in accordance with the approved NANDC Election Procedures. No stakeholder who is a candidate in the election or who would be subject to reappointment to the Governing Body within six months of the installation of the elected Governing Body may serve on the Ad Hoc Elections Committee or as a volunteer in the election process. The Ad Hoc Elections Committee shall review, update and maintain Election Procedures in compliance with NANDC By-Laws and all other applicable laws governing the operation of Neighborhood Councils.

- (k) An elected or appointed member of the Governing Body can only serve four consecutive terms (each term is two years).

Section B Qualifications

1. Candidates must be at least 16 years of age and must meet one of the following requirements
 1. Live within the Neighborhood Council boundaries;
 2. **Shall be a Stakeholder (As defined by the Department of Neighborhood Empowerment) within the neighborhood council boundaries.**
 3. Own a business or property within the Neighborhood Council boundaries.
2. Candidates for a neighborhood representative must qualify for NANDC voting membership within the geographic sub-area of NANDC they wish to represent in as illustrated in the map included with the By-Laws.
3. Voters must be at least 16 years of age and must meet at least one of the following requirements:
 - Live within the Neighborhood Council boundaries;
 - Work, attend a religious organization or school within the Neighborhood Council boundaries
 - Own a business or property in the Neighborhood Council boundaries.
4. At-Large Representatives must be at least 16 years of age and must meet at least one of the following requirements:
 - Must Live within the Neighborhood Council Boundaries;
 - Work, attend a religious organization or school within the Neighborhood Council Boundaries;
 - Own a business or property in the Neighborhood Council Boundaries
 - At large representatives are appointed by the governing body to assure all stakeholder groups have representation on the governing body.

Section C. Duties & Responsibilities

THE GOVERNING BODY SHALL:

- (a) provide leadership on the Neighborhood Development Council
- (b) plan community meetings, events and activities
- (c) monitor issues within the Neighborhood Council boundaries
- (d) participate in ongoing projects, events and activities
- (e) attend scheduled community and planning meetings

1. President: Shall preside over all regular meetings of the Governing Body and the Executive Committee. Appoint Committees with the approval of a majority vote of the Governing Body. Represent the Council before other agencies and organizations as directed by a majority vote of the Executive Committee.

2. Vice-President: To perform the duties of the President in his/her absence, serve as an ex-officio

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

member of committees and any other duties as directed by the President.

3. **Secretary:** To carry out the official correspondence of the Council. Keep minutes of meetings. Prepare and distribute agenda for each meeting of the Executive Body, Governing Body and Area Assembly. Maintaining and updating all official Council documents.

4. **Neighborhood Representatives:** Post notices of all Governing Body and Area Assembly meetings. Serve on committees and perform other duties as directed by the President. Identify and monitor issues within the Neighborhood Development Council boundaries.

5. **At-Large Members:** Shall have the same duties and responsibilities as Neighborhood Representatives.

6. **Treasurer:** The Treasurer of this Council shall oversee and be charged with the full custody and control of all Council funds and assets. The Treasurer will establish an account or accounts for deposit of Council funds in a Federally insured (FICA) bank of financial institution in the precise name of the Council, as certified by the City of Los Angeles.

The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles (GAAP) and conforms to all applicable Local, State, or Federal laws. The Treasurer may request authorization from the Governing Body to retain professional assistance in creating bookkeeping and accounting systems. The Treasurer shall make a report to the Governing Body on the NDC finances at every regular meeting of the Governing Body.

Section D. Vacancies on the Neighborhood Council Governing Body

A vacancy may occur if a member can no longer serve in their position. A written request must be submitted to the governing body describing in detail reasons for removal. A member may be removed by a majority vote of the Governing Body for the following reasons.

- (a) Unable to carry out duties responsibilities due to time limitations, illness and/or other obligations.
- (b) Poor Attendance at bi-monthly meetings and/or attendance at special meetings and/or scheduled Governing Body events and activities.
 1. Poor Attendance is defined as either:
 - a. Absence from three or more consecutive bi-monthly and/or special meetings without prior written notification to the Secretary.
 - b. Absence (with or without notification to the Secretary) from six or more of these meetings within one calendar year.
- (c) Any vacancy may be filled by recommendation from the Governing Body, Neighborhood Council Member and approved majority vote of the governing body.
- (d) Applications for vacant seats and At-Large seats on the governing board shall include:
 1. A letter from the applicant describing the value they would add to the community as a member of the governing board.
 2. Copy of resume or CV.
 3. Petition signed by a minimum of 10 stakeholders in support of their application. Signatures shall include name, address and telephone number for each stakeholder.
 4. Copies of the application shall be posted on www.nandc.org website for public review for a minimum of two weeks prior to a vote.

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

Article VIII

FINANCIAL ACCOUNTING PROCESS AND PROCEDURES

The Empowerment Congress North Area Development Council (NANDC) shall maintain a budgeted account (subject to audit) funded by the Department of Neighborhood Empowerment (DONE) and accessed via 1) the Commercial Prepaid Card; 2) expedited check requests (Demand Warrant) submitted to DONE; and 3) use of petty cash:

- I.** All money deemed for NANDC, approved funding proposals, and/or projects/events, etc. organized by the Council and its committees shall be deposited;
- II.** The second signatory must be an elected member (not at-large or appointed) of the Governing Body.
- III.** The account shall be maintained by the Treasurer with oversight by the Executive Body. The second signatory may act in place of the Treasurer only if: 1) S/he has completed Treasurer training administered by DONE, and 2) in the absence of the Treasurer, and 3) with the approval of the President, Vice President, and Secretary;
- IV.** Financial records and the budget of NANDC shall be maintained by the Treasurer and reviewed by the President, Vice President and Secretary. Such records shall include (but are not limited to): the projected and/or approved budget, Statement of Cash Flows, Disbursements Journal, Cash Receipts Journal, Expenditure Requests, Office Supplies Requisitions, Petty Cash Journal. A Cash Receipts and Disbursement Journal should be maintained for all accounts payable and accounts receivable;
- V.** Budget reconciliation shall be prepared monthly;
- VI.** Requests for funds in excess of \$500 (for any expenditure, event, project, etc.) must be made via a funding proposal. Funding proposals must be submitted in writing to the NANDC Governing Body for approval. The proposal(s) will include: 1) Goals and Objectives, 2) Benefit to Stakeholders, 3) Methods for Executing Proposal, 4) Staff and Administration Needs (personnel, facilities, and supplies), 5) Project Timeline, 6) List of entities that will control final asset(s), 7) Budget
- VII.** All original receipts (and/or invoices) for items reimbursed and/or paid by Demand Warrant must be kept intact and submitted to DONE upon request and when applicable. A copy of all receipts and original (completed and approved) Funding Proposals, Expenditure Requests, and Office Supplies Requisitions shall be maintained by the Treasurer;
- VIII.** A petty cash fund (not to exceed \$1000) shall be maintained by the Treasurer. Petty cash reimbursements, requests for reimbursement for purchase of meeting refreshments, and reimbursement for items paid in conjunction with approved funding proposals can only be made to active members of the NANDC Governing Body and committee chairs;
- IX.** The appropriate forms must be completed and approved by the Treasurer and second signatory prior to the disbursement of any funds. An original, valid receipt or invoice must be provided when applicable;
- X.** The signatures of the Treasurer and second signatory are required for all Demand Warrants (check requests);
- XI.** Financial statements will be prepared in accordance with Generally Accepted Accounting Practices (GAAP). The financial statements will describe the use of funds and include the amount appropriated, additional receipts, expenses paid, and the ending balance of the

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

funding source;

XII. A financial report (accompanied by related receipts) that has been approved by the NANDC Governing Body shall be submitted to DONE once per calendar quarter for accounting and auditing review. A copy of this report will also be posted on the NANDC website;

XIII. All financial records will be maintained as public record and stored with the Treasurer;

XIV. Any NANDC stakeholder can review the financial records by submitting a written request to the NANDC secretary. Once the written request has been received by the Council, the NANDC Executive Body must respond within 30 days advising the stakeholder of a mutually convenient date and time to review the financial records;

XV. Financial records can only be removed with the knowledge and written permission of the Treasurer, President, Vice President and Secretary;

XVI. Within two (2) weeks of a NANDC Council election, all financial records will be updated to reflect the appropriate officers in charge of the records;

XVII. In the event an officer becomes inactive prior to an election, his/her name will be removed from all accounts and authority over and access to such accounts will be immediately revoked.

ARTICLE IX

Grievance Procedures

Any grievance must be submitted to the Governing Body in writing. The Governing Body will acknowledge the grievance within 10 working days of receipt of the written grievance. The Governing Body will then schedule a meeting within 45 days in an attempt to resolve the grievance. In the event the grievance cannot be resolved by the Governing Body, a mediator or arbitrator will be obtained for assistance. If the mediator or arbitrator is unable to resolve the issue, the grievor may, within 10 days, appeal to DONE who will make the final decision on the disposition of the grievance.

The Governing Body of the NDC will abide by all applicable provisions of the City's Governmental Ethics Ordinance, as set forth in the Los Angeles Municipal Code Section 49.5.1, et seq. The Governing Body will also abide by all applicable laws of the Federal, State & Local Government

ARTICLE X

Amending By-Laws and Operating Guidelines

The By-laws and Operating Guidelines Shall Be Amended by a Majority Vote of the Neighborhood Development Council Governing Body. The Governing Body must request, from DONE, an application to change or adjust the By-laws and Operating Guidelines.

NAME:

DATE:

Michael Ureña, President

Michael Ureña 3/2/06

Yolanda Jones, Vice President

Yolanda Jones

2-28-06

Nancy Aguilar, Secretary

Nancy Aguilar

3/3/06

Shane Hapuarachy, Treasurer

Shane Hapuarachy

3-18-06

Elena Farias, Area 1

Elena Farias

3-18-06

Carlos López, Area 1

Carlos López

3/2/06

ethany Leal, Area 2

ethany Leal

3/3/06

Rossana Cabrera, Area 2

Rossana Cabrera

4/13/2006

Jairo Umaña, Area 3

Jairo Umaña

4/6/06

Sharon Stewart, At-Large

Sharon Stewart

3/18/06

Emmanuel G. Caudill, At-Large

Lacy Goode, At-Large

Lacy W. Goode 3/3/06

Rachel Capata, At-Large

Rachel Capata 3/3/06

Joshua J. Watson

Joshua J. Watson 3/3/06

BY-LAWS
And
OPERATING GUIDELINES
of
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

HISTORY

On January 23, 1992, Councilman Mark Ridley-Thomas launched the "Campaign for a New Eighth District" with the goal of increasing the quality of life for residents living in the Eighth Council District of Los Angeles.

A key feature of the Campaign was the establishment of the Empowerment Congress and institution of Neighborhood Development Councils (NDC), vehicles for people who live, work, attend school/religious organizations or own property/a business in the district to shape the policies and decisions which affect their lives. There are five Neighborhood Development Councils, divided geographically by census tracts: SOUTHEAST, SOUTHWEST, CENTRAL, WEST and NORTH.

ARTICLE I

Name of the Neighborhood Council

The Name of this Neighborhood Council is the Empowerment Congress **North Area Neighborhood Development Council (NANDC)**.

ARTICLE II

Neighborhood Council Boundaries

The North Area Neighborhood Development Council has a minimum of 20,000 people. As illustrated on the attached map, the geographic area is defined by the following:

- | | |
|--|-------|
| (a) Martin Luther King Blvd, | South |
| (b) 10 FWY, | North |
| (c) 110 FWY | East |
| (d) Arlington between Martin Luther King Boulevard and Jefferson Boulevard and
Western Avenue between Martin Luther King Boulevard and the 10 FWY | West |

ARTICLE III

Purpose and Mission

The purpose of this Council is to work with elected officials to improve the quality of life in communities within the Neighborhood Council boundaries. The Governing Body and stakeholders identify community concerns, and work with City officials to identify resources to address issues and develop solutions.

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

The mission of the Neighborhood Council is to:

- (a) Engage residents in efforts to create safer and healthier environments,
- (b) Educate constituents to make more informed decisions regarding the condition of their neighborhoods and,
- (c) Empower stakeholders to effect positive change in their communities.

ARTICLE IV

Governing Body

The **NORTH AREA NDC** is comprised of stakeholders who live, work attend school/religious organization or own a business/property within the Neighborhood Council's boundaries.

Section 1 **Governing Body**

The Governing Body guides and coordinates the work of the Neighborhood Council.

Through the Area Assembly, residents organize and address matters of concern in their neighborhoods. These concerns are addressed with City officials and/or their staff as they work to identify available resources.

The work of the Governing Body includes:

- identifying issues and coordinate projects to address issues
- host monthly planning meetings and quarterly Area Assembly Meetings
- form Ad Hoc Committees as needed
- establish policies & procedures
- support the work and activities of the Standing Councils

Section 2 **Composition of the Governing Body**

The Neighborhood Development Council Governing body will consist of Fifteen (15) elected and appointed members.

Elected Positions:

President

Vice President

Secretary

Six Neighborhood Representatives

(two representatives for each of the three specific geographic sub- areas within the NANDC)

Appointed Positions:

Five At-Large Representatives

Treasurer

Section 3 **Executive Committee**

The Executive Committee shall be composed of 4 members:

President

Vice President

Treasurer

Secretary

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

Section 4: **Committees**

Standing or ad-hoc committees may be established as deemed appropriate with approval of a simple majority of the governing board. All committees must have a specific purpose. An Ad-hoc committee must also include a specific task and method of automatic dissolution. All final actions are the purview of the governing body.

Standing Committees

A committee may include any number of stakeholders. Each committee shall have one chair. The chair selection process shall commence with proper notification at a Regular Board Meeting of the open position and nomination process to stakeholders and Board members. Upon closing of the nomination period all nominees for chair will be given an opportunity to present their qualifications for approval by the board. All committee chairs shall be appointed with approval of a simple majority of the governing body at a regular board meeting. While committees may poll members to determine the range of opinions represented with respect to issues before it, committee reports submitted to the Board shall support recommendations for action with a summary of both majority and dissenting stakeholder views. All committee reports shall be presented by their respective committee chair or designated representative.

Any and all official neighborhood council positions and/or community impact statements shall be approved by a vote of the Board prior to dissemination.

The following standing committees shall be established:

Youth Committee

Shall seek ways to involve youth in the life of the neighborhood council as well as to help them become more engaged in activities that help make our community a better place to live. The committee shall provide a safe and supportive environment for youth to voice their concerns and provide input to issues that concern them. The Committee shall provide a conduit between the youth of the community and the Board regarding youth views and issues of concern.

Budget and Finance Committee

Oversees recommendations to the Board on all financial matters of the neighborhood council, including a system of financial accountability, budgeting, record-keeping, and monthly reporting to the Board on all accounts as required by the neighborhood council and DONE. The treasurer shall serve on the committee.

Outreach Committee

Organizes and oversees all outreach efforts of the neighborhood council. Develops and on-going outreach plan which focuses on increasing **new** stakeholder participation, maintains relationships with **existing** stakeholder attendees and participants, collects stakeholder information for inclusion into the database.

Land Use and Planning Committee

The purpose of the committee shall be to oversee and make recommendations to the governing body on all issues which may require land-use building permits or approvals of any kind, planning and zoning issues that may require involvement or interactions with City, County or State departments and agencies such as: City Planning Dept., Building and Safety, CRA, Housing, Transportation, AQMD, Parks and Recreation, and Public Works.

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

Public Safety

The Public Safety Committee shall work with its stakeholders on reported threats to personal security and other law violations that impair the quality of life, and to encourage stakeholders to undertake actions of their own to inform the broader community of crime or violations that cause blight, or how to access resources to combat such problems. The committee's work will include:

- Encouraging enforcement of city codes in regard to unsightly and blight conditions, including trash dumping, graffiti, and violation of city ordinances on storing hazardous materials on lawns or driveways.
- Encouraging residents and stakeholders to bring such problems to the Neighborhood Council to work on and proactively collecting complaints from stakeholders within the Neighborhood Council boundaries on public safety problems.
- On a regular basis collecting and prioritizing the complaints brought to the Neighborhood Council or discovered by the Public Safety Committee of locations in the council borders where there is chronic crime, dangerous or blight-inducing municipal code violations, or dangerous conditions, and relaying these reports to appropriate city agencies for action.

Rules and Procedures Committee

Recommends operating procedures and oversees compliance with the bylaws. Proposes standing rules and procedures as necessary for approval of the board. Prepares and maintains a "Policies and Procedures Manual" for approval by the board. Board shall designate a parliamentarian who shall also serve as a member of this committee.

Senior and Aging Committee

Shall seek ways to involve seniors in the life of the neighborhood council as well as to help them become more engaged in activities that help make our community a better place to live. The committee shall provide a safe and supportive environment for seniors to voice their concerns and provide input to issues that concern them. The Committee shall provide a conduit between the seniors of the community and the Board regarding senior views and issues of concern,

City Services Committee

Shall seek ways to involve stakeholders in the improvement and beautification of the NANDC community through different efforts that will seek to collaborate with the varying city departments, city agencies, and other related organizations. The committee shall work with and provide stakeholders with all necessary information to create an open line of communication with all city services.

Website Committee

The mission of the NANDC website is to provide to stakeholders, the broader community, and other neighborhood councils timely information on the work of the Council, including the meeting schedule of the Board and of its various committees, and the posting of public documents of the Council such as its agendas, minutes, bylaws, list of current Board members, and committee reports. The website also provides a channel through which members of the community can write to the council, ask to be added to the Council's paper or email mailing list, or express interest in receiving ongoing information from the Council's action committees. In addition the website will act as a bulletin board for announcements and information of importance to stakeholders from city agencies, nonprofits that play a role in our community, and community groups.

The Website Committee oversees the Council's website under the direction of the Board. The Website Committee selects a webmaster, subject to Board approval. The webmaster

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

is responsible for changes in the standing text of the website and relations with the programming firm, the web hosting company, and the issuer of the Council's domain name. The webmaster will issue passwords and maintain security over website access. The webmaster will train the secretary, committee chairs, and other board members and volunteers as needed to post materials to particular updatable pages of the website using the administrative tools that are part of the back end of the site. The webmaster will post materials to updatable pages when the secretary or other board members or volunteers are unavailable to do so.

ARTICLE V

Membership

The Neighborhood Development Council membership and meetings are open to all Community Stakeholders (i.e., residents, representatives of religious organizations, block clubs, neighborhood associations, businesses, property owner, schools and community based organizations) who have a vested interest in the Neighborhood Development Council. All of the above stakeholders are eligible to vote once in elections of the Governing Body.

ARTICLE VI

Meetings

- (a) All meetings shall be noticed and conducted in accordance with the Brown Act.
- (b) Meeting notices will be posted at 5 public locations 72 hours prior to the meeting. Stakeholders may also be notified of the meetings via the Early Notification System (ENS).
- (c) Monthly Meetings
 1. The Governing Body shall meet monthly at regularly scheduled meetings (1st Thursday of each month).
 2. The Governing Body will use parliamentary procedure rules of conduct and decorum for conducting their regularly scheduled monthly meetings.
 3. Eight (8) members of the Governing Body constitute a quorum. A majority of the quorum must be present in order to take action on a matter. No proxy voting allowed.
- (d) Area Assembly Meetings
 1. Area Assembly meetings are held once per calendar quarter.
 2. All stakeholders within the Neighborhood Development Council are invited to attend the Area Assembly meetings.

ARTICLE VII

Election of Neighborhood Council Governing Body

Section A. Election Process

- (a) Elections are held every two years. In order to comply with the Brown Act and to allow for a secret ballot, the voting process shall take place on a different date other than the

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

NANDC General Assembly or as a scheduled NANDC meeting which is designated for polling only, that is, a NANDC meeting at which only the election takes place. There shall be no other business conducted at that time.

- (b) All eligible stakeholders can vote in elections.
- (c) Individuals can nominate themselves or be nominated by another stakeholder within the Neighborhood Development Council.
- (d) In order to provide open and fair evaluation of candidates by stakeholders, candidates must declare candidacy prior to, or at, the candidate forum. All candidates must indicate, in writing, a willingness to serve their designated term and accept responsibilities of the office for which they are a candidate. No nominations shall be accepted on the day of the election and no write-in candidates will be accepted.
- (e) Each candidate is given time to address the participants of the Candidate Forum meeting.
- (f) Candidates who cannot attend the Candidate Forum must communicate, in writing, their intention to serve if elected. A candidate can hold only one office.
- (g) Elections will be held 30 to 60 days prior to the current term ending. For the 2004-05 NANDC Board elections, the current term shall end concurrent with the installation of the newly elected Board.
- (h) Election notices will be posted at the five locations identified and the Early Notification System (ENS) may be used to notify Neighborhood Council stakeholders.
- (i) An Ad Hoc Election Committee (Election Committee) of not fewer than three stakeholders shall be formed at the discretion of the sitting Governing Board consisting of Stakeholders of NANDC. The Ad Hoc Election Committee tasks and responsibilities shall be undertaken under the guidance and with the approval of the Steering Committee. The Ad Hoc Election Committee shall establish and maintain the Election Procedures in compliance with the NANDC By-Laws, established election procedures and DONE guidelines.
- (j) An Ad Hoc Elections Committee of not fewer than three and no more than nine stakeholders shall be appointed by the Governing Body. Such limits shall not preclude any quantity of volunteers to assist in the election process. The committee shall be dissolved upon certification of the election results and all records archived in accordance with the approved NANDC Election Procedures. No stakeholder who is a candidate in the election or who would be subject to reappointment to the Governing Body within six months of the installation of the elected Governing Body may serve on the Ad Hoc Elections Committee or as a volunteer in the election process. The Ad Hoc Elections Committee shall review, update and maintain Election Procedures in compliance with NANDC By-Laws and all other applicable laws governing the operation of Neighborhood Councils.
- (k) An elected or appointed member of the Governing Body can only serve four consecutive terms (each term is two years).

Section B Qualifications

1. Candidates must be at least 16 years of age and must meet one of the following requirements
 1. Live within the Neighborhood Council boundaries;
 2. Work, attend religious organization or school within the Neighborhood Council boundaries
 3. Own a business or property within the Neighborhood Council boundaries.

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

2. Candidates for a neighborhood representative must qualify for NANDC voting membership within the geographic sub-area of NANDC they wish to represent in as illustrated in the map included with the By-Laws.

3. Voters must be at least 16 years of age and must meet at least one of the following requirements:

- Live within the Neighborhood Council boundaries;
- Work, attend a religious organization or school within the Neighborhood Council boundaries
- Own a business or property in the Neighborhood Council boundaries.

4. At-Large Representatives must be at least 16 years of age and must meet at least one of the following requirements:

- Must Live within the Neighborhood Council Boundaries;
- Work, attend a religious organization or school within the Neighborhood Council Boundaries;
- Own a business or property in the Neighborhood Council Boundaries
- At large representatives are appointed by the governing body to assure all stakeholder groups have representation on the governing body.

Section C. Duties & Responsibilities

THE GOVERNING BODY SHALL:

- (a) provide leadership on the Neighborhood Development Council
- (b) plan community meetings, events and activities
- (c) monitor issues within the Neighborhood Council boundaries
- (d) participate in ongoing projects, events and activities
- (e) attend scheduled community and planning meetings

1. **President:** Shall preside over all regular meetings of the Neighborhood Council and the Executive Body. Appoint committees with the approval of a majority vote of the Executive Body. Represent the Council before other agencies and organizations as directed by a majority vote of the Executive Body.

2. **Vice-President:** To perform the duties of the President in his/her absence, serve as an ex-officio member of committees and any other duties as directed by the President.

3. **Secretary:** To carry out the official correspondence of the Council. Keep minutes of meetings. Prepare and distribute agenda for each meeting of the Executive Body, Governing Body and Area Assembly. Maintaining and updating all official Council documents.

4. **Neighborhood Representatives:** Post notices of all Governing Body and Area Assembly meetings. Serve on committees and perform other duties as directed by the President. Identify and monitor issues within the Neighborhood Development Council boundaries.

5. **At-Large Members:** Shall have the same duties and responsibilities as Neighborhood Representatives.

6. **Treasurer:** The Treasurer of this Council shall oversee and be charged with the full custody and control of all Council funds and assets. The Treasurer will establish an account or accounts for deposit of Council funds in a Federally insured (FICA) bank of financial institution in the precise name of the Council, as certified by the City of Los Angeles.

The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles (GAAP) and conforms to all

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

applicable Local, State, or Federal laws. The Treasurer may request authorization from the Governing Body to retain professional assistance in creating bookkeeping and accounting systems. The Treasurer shall make a report to the Governing Body on the NDC finances at every regular meeting of the Governing Body.

Section D. Vacancies on the Neighborhood Council Governing Body

A vacancy may occur if a member can no longer serve in their position. A written request must be submitted to the governing body describing in detail reasons for removal. A member may be removed by a majority vote of the Governing Body for the following reasons:

- (a) Unable to carry out duties and responsibilities due to time limitations, illness and/or other obligations.
- (b) Poor attendance and/or participation on the Governing Body and/or meetings, events and activities.
- (c) Any vacancy may be filled by recommendation from the Governing Body, Neighborhood Council Member or the city Council Member and approved by majority vote of the Governing Body.

Article VIII

FINANCIAL ACCOUNTING PROCESS AND PROCEDURES

The Empowerment Congress ***North Area Neighborhood Development Council*** (NDC) shall maintain a bank account at a federally insured financial institution where:

- I. All money deemed for the Neighborhood Development Council, committees formed under the Council and/or projects/events, etc. organized by the Council shall be deposited;
- II. The account(s) shall be opened by the Treasurer, President and/or Vice President of the Neighborhood Development Council. A separate account shall be opened and maintained for each funding source received;
- III. Financial records for the account shall be maintained by the Treasurer and reviewed by the President, Vice President and Secretary at regularly scheduled meetings. Such records shall include, but are not limited to the Statement of Cash Flows, Cash Disbursements Journal, Cash Receipts Journal, Petty Cash Request Form, Petty Cash Journal. A Cash Receipts and Disbursement Journal should be maintained for each fund or grant and would have the beginning balance, expenses and the ending balance of the fund or grant;
- IV. Bank reconciliation shall be prepared monthly. Two authorized signatures are required for all checks and/or withdrawals from bank account(s). The President or Vice President shall sign with a counter signature by the Secretary on the bank account(s). Such officers are not required to be bonded;
- V. All receipts must be deposited intact;
- VI. A petty cash fund shall be maintained by the Treasurer in an amount to be determined by the Neighborhood Development Council governing body based on available funding. Petty cash can be requested by any active Neighborhood Development Council governing body member to be used in support of Neighborhood Council activities, work, projects, etc.;

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

- VII. The appropriate forms must be completed and approved by the President or Vice President prior to the disbursement of any funds. An original, valid receipt or invoice must be provided with each request;
- VIII. A separate financial statement will be prepared for each funding source in accordance with Generally Accepted Accounting Practices (GAAP). The financial statements will describe the use of the funds and include, the amount appropriated, additional receipts, expenses paid and the ending balance of the funding source;
- IX. A copy of the financial statements shall be submitted to the Department of Neighborhood Empowerment once per year not later than 90 days after the close of the reporting period;
- X. All financial records will be maintained as public record and stored at the Empowerment Congress Headquarters;
- XI. Any Neighborhood Council stakeholder can review the financial records by written request to the Neighborhood Development Council leadership. Once the written request has been received by the Council, the Neighborhood Development Council governing body must respond within 30 days advising the stakeholder of a mutually convenient date and time to review the financial records;
- XII. Financial records can only be removed from the Empowerment Congress Headquarters by the Treasurer, President, Vice President or Secretary with the knowledge/permission of the Treasurer, President, Vice President *and* Secretary
- XIII. Within two (2) weeks of a Neighborhood Development Council election, all financial records will be updated to reflect the appropriate officers in charge of the records;
- XIV. In the event an officer becomes inactive prior to an election, his/her name will be removed from all accounts and authority over and access to such accounts will be revoked.

ARTICLE IX

Grievance Procedures

Any grievance must be submitted to the Governing Body in writing. The Governing Body will acknowledge the grievance within 10 working days of receipt of the written grievance. The Governing Body will then schedule a meeting within 45 days in an attempt to resolve the grievance. In the event the grievance cannot be resolved by the Governing Body, a mediator or arbitrator will be obtained for assistance. If the mediator or arbitrator is unable to resolve the issue, the grieved may, within 10 days, appeal to DONE who will make the final decision on the disposition of the grievance.

The Governing Body of the NDC will abide by all applicable provisions of the City's Governmental Ethics Ordinance, as set forth in the Los Angeles Municipal Code Section 49.5.1, et seg. The Governing Body will also abide by all applicable laws of the Federal, State & Local Government

BY-LAWS and OPERATING GUIDELINES
EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL

ARTICLE X

Amending By-Laws and Operating Guidelines

The By-laws and Operating Guidelines Shall Be Amended by a Majority Vote of the Neighborhood Development Council Governing Body. The Governing Body must request, from DONE, an application to change or adjust the By-laws and Operating Guidelines.