

**EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL
Bylaws**

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EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL
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BY-LAWS of the EMPOWERMENT CONGRESS
NORTH AREA NEIGHBORHOOD DEVELOPMENT COUNCIL
Revised April 21, 2015 and Approved by NANDC
APPROVED BY DEPT. OF NEIGHBORHOOD EMPOWERMENT
AUGUST 1, 2018*

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 City Council District of Los Angeles. A key feature of the Campaign was the establishment of the Empowerment Congress and the institution of Neighborhood Development Councils (NDC), vehicles for people who live, work, attend school, religious organizations or own property or a business in the district to shape the policies and decisions which affect their lives. There were five Neighborhood Development Councils, divided geographically by census tracts: SOUTHEAST, SOUTHWEST, CENTRAL, WEST and NORTH. These NDCs served as a prototype for the city-wide neighborhood councils and are now part of the city neighborhood council system under the Los Angeles City Charter Revisions approved by voters in 1999.

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ARTICLE I Name

The name of this Neighborhood Council is the Empowerment Congress North Area Neighborhood Development Council (EC NANDC or Council).

ARTICLE II Purpose

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

A. The mission of the Council is to:

1. Engage residents in efforts to create safer and healthier environments;
2. Educate constituents to make more informed decisions regarding the condition of their neighborhoods; and
3. Empower stakeholders to effect positive change in their communities.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. To encourage all Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, gender identity, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III Boundaries

The Council has an estimated minimum of 20,000 people. As illustrated on Attachment A – Map of Empowerment Congress North Area Neighborhood Development Council, the geographic area is defined by the following:

Section 1: Boundary Description

A. Martin Luther King Blvd, Southern boundary;

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- B. 10 FWY, Northern boundary;
- C. 110 FWY, Eastern boundary;
- D. Arlington between Martin Luther King Boulevard and Jefferson Boulevard and Western Avenue between Jefferson Boulevard and the 10 FWY, Western boundary.

- **Shared space boundaries:** The Exposition Park Complex or Exposition Blvd. on the North; Figueroa Street on the East; Vermont Avenue on the West, and Martin Luther King, Jr. Blvd. on the South.

Section 2: Internal Boundaries (see Attachment A)

- A. Area 1: 10 Freeway, Western, Jefferson, Vermont, Adams, Hoover
- B. Area 2: Jefferson, Arlington, MLK, 110 Freeway, Exposition, Normandie
- C. Area 3: Exposition, 110 Freeway, 10 Freeway, Hoover, Adams, Vermont, Jefferson, Normandie

ARTICLE IV Stakeholder

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations. Members of the Council shall be referred to as "Community Stakeholders."

ARTICLE V Governing Board

Section 1: Composition

The Council Governing Board (Board) is comprised of stakeholders as defined within Article IV of these bylaws. The Board will consist of fifteen (15) total board seats

A. Elected Positions:

1. President
2. Vice President
3. Secretary
4. Six (6) Neighborhood Representatives (two (2) representatives for each of the three (3) specific geographic sub-areas within the EC NANDC)
5. (1) At-Large Representatives

B. Appointed Positions: A Candidate's application for appointment seat on the Governing Board shall consist of:

- (i) Resume and letter from the applicant stating the position they applying for and describing the value they would add to the community as a member of the governing board, indicating a willingness to serve their designated term, and accepting responsibilities of the office.
- (ii) Petition signed by a minimum of fifteen (15) stakeholders in support of the application. Signatures shall include name, address, and, where possible, e-mail address for each

stakeholder. Petition may be submitted via hard copy or electronically.

(iii) Copies of the application shall be posted on the EC NANDC website for public review prior to a vote. Addresses, telephone numbers and e-mail addresses are public record, but are held for administrative review only and shall not be made public via the website.

Governing Body Appointed Positions:

1. Two (2) At-Large Representatives
2. Treasurer
3. Business Representative
4. USC Staff/Faculty/Student Representative

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

Section 2: Quorum

The quorum shall be eight (8) members of the Board.

Section 3: Official Actions

A simple majority vote by the Board members present and voting, not including abstentions, at a meeting where there is a quorum shall be required to take official action.

Abstentions will be counted as a non vote and will not be included in the final vote action. Only yes or no votes will be counted towards an action item.

Section 4: Term and Term Limits

Board members shall serve a two year term commencing after being seated. There are no term limits.

Section 5: Duties and Powers

Purpose of the Board - The Board guides and coordinates the work of the Council. The Board, individually and through committees and other structures, assists residents to organize and address matters of concern in their neighborhoods. These concerns are addressed with City officials and / or staff as they work to identify available resources.

A. Duties of the Board

1. Provide leadership on the Council;
2. Plan community meetings, events and activities;
3. Monitor issues within the Council boundaries;
4. Participate in ongoing projects, events and activities;
5. Attend scheduled community and planning meetings, either in person or as specified in the rules & procedures; and
6. Keep stakeholders informed of meetings and actions taken by the Council.
7. Board members shall serve on at least one (1) EC NANDC committee and must attend every month.

B. Work of the Board

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1. Identifying issues and coordinating projects to address issues;
2. Holding monthly regular meetings and special Town Hall Meetings;
3. Creating and supporting Ad Hoc Committees as needed;
4. Establishing policies & procedures;
5. Creating Standing Committees and supporting their work and activities;
6. Participating in an annual strategic planning meeting;
7. Participating in Community Outreach;
8. Volunteering for execution of EC NANDC events.

C. Special Board Roles: Parliamentarian - Board selects current board member by majority vote and will act as a dual role with their current board position. Interprets all governing documents and consults with the City Attorney's office as directed by the Board regarding legal documents for the Neighborhood Council. Not limited to just the bylaws and Brown Act.

D. In addition to above, Neighborhood Area Representatives shall:

1. Post notices of all Board meetings;
2. Actively serve on at least one (1) committee and perform other duties as directed by the President; and
3. Identify and monitor issues within the Council boundaries with particular attention to their specific areas by attending local meetings in their areas and/or staying in touch with their area stakeholders.
4. Members of the Board shall not concurrently hold office as a governing body member in any other Neighborhood Council.
5. Attend block club or neighborhood association meetings in their area at least once every two months and report their findings to the full board.
6. At-Large Representatives shall have the same duties and responsibilities as the Area Representatives and shall focus on areas as directed by the President.
7. Board members shall make up one absence per month from the required attendance of Standing Committees and/or block clubs/neighborhood associations meetings by instead attending an EC NANDC-recognized community event. Such events shall be defined as any event for which EC NANDC designates a representative during a Board meeting.

Section 6: Vacancies

A vacancy on the Board shall be filled by the following procedure:

A. Any Stakeholder(s) interested in filling a vacant seat on the board shall submit a written application packet to the Secretary or member of the Executive Board. The application shall consist of:

- (i) Resume and letter from the applicant stating the position they are applying for and describing the value they would add as a member of the Governing Board and
- (ii) Petition signed by a minimum of fifteen (15) stakeholders in support of their application which includes stakeholders name, address and, when possible, e-mail address. Petition may be submitted via hard copy or electronically.

B. The Secretary shall ensure that the matter is placed on the agenda for the next regular meeting of the Board.

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C. Within ninety-six (96) hours (4 days) of receiving notice of the vacancy, the Secretary shall disseminate notice of the vacancy by all methods used to notice regular Board meetings.

D. When one (1) or more stakeholders have made application for a vacant seat, the Secretary shall include a vote to act on the application(s) in the next duly-noticed meeting of the Board.

E. All board members shall cast a hand vote unless a board member calls for a paper ballot. Abstentions are counted as a non-vote and shall not be considered with the yes and no votes and shall not be considered in the final tally. If a paper ballot is called for, ballots will be provided and passed out by the secretary. Ballots will be given to the secretary once votes are cast. Votes will be tallied by the Secretary and at least one other executive board member. Paper ballots will be stored for one year. Final results will be signed by the Secretary or President.

F. The Board shall recruit applicants to fill all vacancies.

G. When the aforementioned process is used to fill a vacant seat, that seat shall be filled only until the next general election is held to fill all seats on the Board. In no event shall a vacant seat be filled where the election to fill vacant seats on the Board is scheduled to be held within sixty (60) days from the date the applicant tenders a written application packet to the Secretary.

Section 7: Absences

A. A Board member who has four (4) total absences, unexcused and or excused from board meetings in any twelve (12) month period is to be considered a vacant seat, at the discretion of the Board President.

B. A committee member who has four (4) total absences, unexcused and or excused from committee meetings in any twelve (12) month period is to be considered a vacant seat on the committee, at the discretion of the Committee Chair.

Section 8: Censure

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

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

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

Section 9: Removal

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

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

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council’s removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission’s decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
- a. The request must be in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
 - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
 - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
 - d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
 - e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
 - f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
 - g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
 - h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation

Board members should submit their resignation in writing to the Secretary or Executive

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Board. Vacancies due to resignation shall be filled according to Article V Section 6.

Section 11: Community Outreach

The Council shall direct that a system of outreach be instituted to inform stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all stakeholders to seek leadership positions within the Council in which all members of the Board participate. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

In addition, the Council shall have a standing Community Committee (which Outreach is a subset of), which will report its activities and recommendations to the Board monthly at the regular Council meeting. The Council shall maintain a web site presence to disseminate information to Council stakeholders and others interested in the Council.

ARTICLE VI Officers

Section 1: Officers of the Board

The officers of the Board (“Officers”) shall include the following positions, which together comprise the Executive Committee: President, Vice President, Secretary, Treasurer, and Parliamentarian.

Section 2: Duties and Powers

A. The President shall:

1. Preside over all regular meetings of the Board and the Executive Committee.
2. Recommend EC NANDC Ad Hoc Committees and EC NANDC Committee Chairs for approval by a majority vote of the Governing Body.
3. Represent the Council before other agencies and organizations.
4. Appoint Board member(s) to be representative(s) of this Neighborhood Development Council on other boards and / or committees.

B. The Vice-President shall:

1. Perform the duties of the President in his/her absence.
2. Serve as an *ex-officio* member of committees and any other duties as directed by the President.

C. The Secretary shall:

1. Carry out the official correspondence of the Council.
2. Keep minutes of meetings.
3. Prepare and distribute agendas for each meeting of the Executive Committee and Board.
4. Maintain and update all official Council documents.
5. Keep an accurate attendance record and compile a quorum response prior to meetings.
6. Update board and committee meeting schedules, agendas and minutes on EC NANDC website.

D. The Treasurer shall:

1. Oversee and be charged with the full custody and control of all Council funds and assets.
2. 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.
3. Request (as needed) authorization from the Board to retain professional assistance in creating bookkeeping and accounting systems.
4. Make a report, including a Monthly Expenditures Report (MER), to the Board on the EC NANDC finances at every regular meeting of the Board.
5. Treasurer will procure items as approved by the Board. Is the primary person responsible for procuring and may delegate if necessary.

E. The Parliamentarian shall:

1. Interpret all governing documents and for the Neighborhood Council; not limited to just the ECNANDC bylaws and Brown Act.

Section 3: Selection of Officers

Officers are selected during the conducted elections of the Council except for the office of Treasurer, which is an appointed position filled as outlined in Article V, Section 1.

Section 4: Officer Terms

Officers shall serve two (2) year terms per their elected positions and may stand for reelection per Article V, Section 4.

ARTICLE VII Committees

Section 1: Standing Committees

Standing committees of the Board will include, but are not limited to, the Executive Committee, Community Committee, and Policy Committee, Marketing & Outreach Committee and Homelessness Committee.

Section 2: Ad Hoc Committees

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

Section 3: Committee Creation and Authorization

A. Each Committee may hold an annual meeting to develop a strategic plan that will guide its work during the course of the year. The Committee's strategic plan may be presented to the Board for comment and approval at a regular meeting.

B. General Committee Rules

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1. Standing or Ad Hoc committees may be established as deemed appropriate with approval of a simple majority of the Board.
2. All committees shall have a specific purpose.
3. An Ad Hoc committee shall also include a specific task and method of automatic dissolution.
4. All final committee actions are the purview of the full Board.
5. Number of Members: A committee must include at least two (2), but no more than four (4) Board members and include any number of stakeholders. A minimum of two board members must be present in order to conduct a committee meeting and any number of committee stakeholder committee members.
6. Quorum: A quorum for a committee meeting shall be a simple majority of its board-designated members. A committee may make recommendations by a simple majority of committee abstentions, at a meeting shall be required to take official action.
7. Official Actions: A simple majority vote by the Committee members present and voting, not including abstentions, at a meeting shall be required to take official action.
8. Committee Chairs:
 - (i) Each committee shall have one (1) Chair or not more than two (2) Co-Chairs.
 - (ii) All committee chairs shall be appointed by the President with approval of a simple majority of the governing body at a duly constituted Board meeting.
9. Committee Reports:
 - (i) Each Committee shall report to the Board at each Regular Board Meeting. Reports and/or agenda points must be submitted in writing to the Secretary in order to be placed on the agenda.
 - (ii) All committee reports shall be presented by their respective committee chair or designated representative.
10. Official Statements: Any and all official Council positions and/or community impact statements originating in committee shall be approved by a vote of the Board prior to dissemination.
11. Event: All Standing Committees shall plan or participate in an event in alignment with the focus of their committee in order to expand the work of the committee and involvement of the community. The Committee's event plan shall be presented to the Governing Body at a regular meeting for comment and approval.

ARTICLE VIII Meetings

Section 1: Meeting Time and Place

All meetings shall be held within the NANDC boundaries at a location, date and time set by the Board and shall be conducted in accordance with the Brown Act (California Government Code Section 54950-54963).

A. Regular Meetings - The Board shall meet monthly at regularly scheduled meetings on the first Thursday of the month. An Action Item requiring a vote by the Board must be specified in agenda public notices.

B. Special Meetings - The President or a majority of the Board shall be allowed to call a Special Council when needed.

Section 2: Agenda Setting

Each public Board Meeting will have an opportunity for the Board to recommend agenda items for upcoming meetings. All regular and special Board and Committee agendas shall also be submitted to the Department of Neighborhood Empowerment (Department) per Brown Act time limits to be posted through the Early Notification System (ENS).

Section 3: Notifications/Postings

A. All meetings shall be noticed in accordance with the Brown Act (California Government Code Section 54950-54963) and the Neighborhood Council Agenda Posting Policy.

B. Meeting notices will be posted at a minimum of one (1) public location seventy-two (72) hours prior to the meeting, sent out via email to stakeholders, and by posting on the website. Special meeting need to be noticed twenty-four (24) hours in advance. All regular and special Board and Committee agendas shall also be submitted to the Department of Neighborhood Empowerment (Department) per Brown Act time limits to be posted through the Early Notification System (ENS).

Section 4: Reconsideration

Before the Board may reconsider any matter, the Board must approve a Motion for Reconsideration. The Motion must be approved by official action of the Board. If the Board determines an action should be reconsidered, the Board will agendize the action for the next Board meeting and will re-hear and take action on the subject of reconsideration. A Motion for Reconsideration must be properly placed on the agenda in accordance with the Brown Act.

ARTICLE IX Finances

A. The EC NANDC shall maintain a budgeted account (subject to audit) funded by the Department.

B. Financial records and the budget of EC NANDC shall be maintained by the Treasurer and reviewed by the Executive Committee. Such records shall include (but are not limited to):

1. The projected and/or approved budget,
2. Disbursements Journal,
3. Credit Card Receipts Journal,
4. Expenditure Requests,

C. Budget reconciliation shall be prepared monthly and presented to the Governing Board.

D. EC NANDC funds are used for EC NANDC generated programs or outside programs for area non-profits and public schools. Outside project ideas may be brought to the appropriate ECNANDC committee for possible planning and inclusion in EC NANDC programming. Non-profits or public schools applying for funding may do so directly through our Neighborhood Purpose Grant (NPG).

E. All original receipts (and/or invoices) must be kept intact and submitted to the Department 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.

F. 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.

G. Financial statements will be prepared in accordance with 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.

H. A financial report (accompanied by related receipts) that has been approved by the EC NANDC Board shall be submitted to the Department monthly for accounting and auditing review. A copy of this report will also be posted on the EC NANDC website or the City Clerk's funding portal website.

I. All financial records will be maintained as public record and stored with the Treasurer. Any EC NANDC stakeholder can review the financial records by submitting a written request to the EC NANDC secretary. Once the written request has been received by the Council, the EC NANDC Executive Body must respond within thirty (30) days advising the stakeholder of a mutually convenient date and time to review the financial records.

J. Within two (2) weeks of an EC NANDC election, all financial records will be updated to reflect the appropriate officers in charge of the records.

Section 1: Administration of Election

The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting

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

Section 3: Minimum Voting Age

All human beings sixteen (16) years of age or older that meet the criteria for the definition of stakeholder, as outlined in Article IV of these bylaws, shall be eligible to cast a ballot in the election.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle

Section 6: Other Election Related Language

A Candidate Forum must be held prior to polling. Each official candidate shall be given time to address stakeholders and participants at the Candidate Forum.

ARTICLE XI Grievance Procedures

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

This formal grievance process is not intended to apply to stakeholders who simply disagree with a position or action by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. Board members may not file grievances against the Board, except as permitted under the City's grievance policy.

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

The Board shall consult with its legal counsel, the Offices of the City Attorney, throughout this grievance review process.

ARTICLE XII Parliamentary Authority

All meetings of the Board shall be governed by the rules of parliamentary procedure as contained in the (revised) Robert's Rule of Order, or as provided in the City of Los Angeles Municipal Code. The Board may adopt a written document such as a Policies and Procedures Manual. Nothing in such a manual shall be interpreted in conflict with these bylaws.

ARTICLE XIII Amendments

The Bylaws and Operating Guidelines shall be amended by a majority vote of the Board. The Board must request, from the Department, an application to change or adjust the By-laws.

ARTICLE XIV Compliance

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

Section 1: Code of Civility

The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training

All Board members shall take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment

Every year, the Council shall conduct a self-assessment.