Historic Cultural North Neighborhood Council (HCNNC) Bylaws

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Article I. NAME

This organization shall be known as the Historic Cultural North Neighborhood Council (HCNNC), a Neighborhood Council as organized under the Los Angeles City Charter Vol. I, Article IX.

Article II. PURPOSE

Principles of Governance - The purpose of the HCNNC is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The HCNNC mission is:

1. To preserve the culturally rich history that is unique to the communities of HCNNC;
2. To empower the people through increased civic engagement; and
3. To foster and develop a sense of community throughout HCNNC.

B. The objectives of this organization shall be:

1. To increase public participation in governmental decision-making and problem solving processes; and
2. To make government more responsive to HCNNC community needs and requests.

C. The primary purposes for which this HCNNC is formed are:

1. To protect the rights and interests of HCNNC communities;
2. To create opportunities to express ideas and opinions about HCNNC community issues;
3. To raise awareness of City services and resources;
4. To inform Stakeholders of City initiatives, planning and land use proposals, and other activities that have direct consequences on quality of life;
5. To identify and prioritize community needs and interests, and effectively communicate them to City government;
6. To improve access to and ensure the delivery of City services to HCNNC communities;
7. To maintain or expand community benefits including, but not limited to, the areas of parks and other green space, fitness and recreation, arts and culture, education, and transportation;
8. To provide an inclusive and open forum for public discussion on issues of interest to the HCNNC communities;
9. To advise the City on issues of interest to the HCNNC communities; and

10. To facilitate communications and interactions, and to nurture opportunities to collaborate and build partnerships, between government and Stakeholders to address local needs.

D. HCNNC policies are:

1. To act as a forum through which discussion of questions and problems within the community can take place.
2. To act in the capacity of a parent organization - in that those who seek to initiate certain activities on behalf of the community, but do not have a membership in the HCNNC, may present their concerns to the HCNNC and seek the support of the HCNNC.
3. To operate and strengthen channels of communication with local, state and federal officials through which the real needs of the community can be made known.
4. To support and promote those issues viewed as beneficial to HCNNC communities, but which in no way could be considered a detriment to the greater community of Los Angeles, of which we are a part.
5. To adopt and submit Community Impact Statements that summarize HCNNC's official position on City issues, for consideration by City Council, its committees, and City commissions before they take action on the issues.

Article III. BOUNDARIES

The HCNNC encompasses the following Los Angeles neighborhoods:
A. Chinatown B. El Pueblo C. Solano Canyon D. Victor Heights

Section 1 Boundary Description

As such, HCNNC does not make up one square, rectangular, or circular shape. Rather, HCNNC is a combination of polygonal and irregular areas. The boundaries are the following:

From the intersection of Broadway and the Los Angeles River continuing south along the Los Angeles River to the 101 Freeway continuing along the 101 Freeway to its intersection with the 110 Freeway continuing north along the 110 Freeway to Sunset Boulevard continuing northwest along Sunset Boulevard to the zip code line between Everett Street and Marview Ave. continuing along the zip code line to Stadium way and continuing southeast along Stadium Way turning left onto Lilac Terrace and continuing through Lookout Drive and turning left onto Stadium Way and continuing until turning left onto Dodger Stadium Way continuing along the Elysian Park border and Dodger Stadium Way and turning right onto Academy Road and continuing along the border of Elysian Park on the southwest side of Park Row Drive continuing into North Park Row Drive and turning left onto Casanova Street including both sides of Casanova turning left onto Broadway and continuing to the Los Angeles River.

Section 2 Internal Boundaries

The specific boundaries of each of the four neighborhoods that encompass the HCNNC are as follows:

A. **Chinatown:** Beginning at the intersection of Broadway and the Los Angeles River continuing south along the Los Angeles River turning right onto the 101 Freeway turning right onto Alameda Street turning left onto Cesar Chavez Avenue continuing west and turning left onto Spring Street continuing south and turning right onto 101 Freeway continuing west and turning right onto 110 Freeway continuing north and turning right onto Cottage Home Street then turning left onto Broadway continuing northeast to its intersection with the Los Angeles River.

B. **El Pueblo de Los Angeles:** Beginning at the intersection of Cesar Chavez Avenue at Spring Street east to Alameda Street south to 101 Freeway west to Spring Street north to Cesar Chavez Avenue.

C. **Solano Canyon:** Beginning at the intersection of the 90026 zip code line and Stadium way continuing southeast along Stadium Way turning left onto Lilac Terrace and continuing through Lookout Drive and turning left onto Stadium Way and continuing until turning left onto Dodger Stadium Way continuing along the Elysian Park border and Dodger Stadium Way and turning right onto Academy Road and continuing along the border of Elysian Park on the southwest side of Park Row Drive continuing into North Park Row Drive and turning left onto Casanova Street including both sides of Casanova turning right onto Broadway continuing south and turning right on Cottage Home Street continuing west turning left onto 110 Freeway continuing south passing Lilac Terrace and turning right to connect to Stadium Way up to the 90026 zip code line.

D. **Victor Heights:** Beginning at the bordering 90026 zip code line on Stadium Way continuing east and turning right onto 110 Freeway continuing south and turning right onto Sunset Blvd continuing west to the bordering 90026 zip code line continuing to Stadium Way.

The boundaries of the HCNNC are set forth on Attachment A - Map of the Historic Cultural North Neighborhood Council.

Article IV. STAKEHOLDERS

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.

Article V. GOVERNING BOARD

The Governing Body of the HCNNC shall be the Board of Governors (hereinafter "Board"). The Board shall consist of seventeen (17) representatives that are elected by Stakeholders and/or appointed by the Board. The composition of the Board shall be as follows:

Section 1 Composition

A. Representing Chinatown, two (2) residents
B. Representing Chinatown, one (1) business owner or employee
C. Representing Chinatown, one (1) non-profit representative
D. Representing Chinatown, one (1) at-large business owner, employee, non-profit representative or property owner
E. Representing El Pueblo de Los Angeles, one (1) business owner or employee
F. Representing El Pueblo de Los Angeles, one (1) non-profit representative
G. Representing El Pueblo de Los Angeles, one (1) at-large business owner, employee, non-profit representative
H. Representing Solano Canyon, two (2) residents
I. Representing Solano Canyon, one (1) business owner, employee, non-profit representative or property owner
J. Representing Victor Heights, two (2) residents
K. Representing Victor Heights, one (1) business owner, employee, non-profit representative or property owner
L. One (1) at-large youth representative, age 15-20
M. Two (2) at-large stakeholders

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

A minimum of 9 (nine) members of the board shall constitute a quorum at the Board meeting. This quorum may transact in the business of the HCNNC. A majority of the members of the Board of Officers shall constitute a quorum for Board of Officers meetings.

Section 3 Official Actions

A simple majority vote by the board members present and voting, not including abstentions, at a meeting at which there is quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4 Terms and Term Limits

The members of the Board shall be elected for four-year terms; the terms of the Board shall be staggered so that approximately one-half of the members are elected every other election year (9 in one election year, 8 in the next). No Member(s) shall serve more than eight (8) consecutive years as a board member of the HCNNC.

Board terms shall begin the first convened board meeting date following election certification. The incumbent Board members will continue in their duly elected/appointed positions until a recount or an election challenge is resolved and the election is certified.

Section 5 Duties and Powers

The primary duties of the Board shall be to govern the HCNNC and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing HCNNC position previously adopted by the Board. A member of the Board, under direction of the Board, may make an informational statement that the HCNNC has had insufficient time to develop a position or recommendation on a matter before the HCNNC. Such authority may be revoked at any time by the Board.

Section 6 Vacancies

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

A. Vacant board seats shall be announced at the next regularly scheduled Board meeting and physically posted a minimum of twenty-one (21) calendar days prior to being placed on the agenda to fill the vacancy.
B. A Stakeholder interested in filling a vacancy on the Board shall submit a written application to the any member of the Board who will then submit the application to the Officers of the Board for confirmation of stakeholder status prior to return to the appropriate body for interviews.
C. The Chair shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
D. The Board will vote at the meeting to fill the vacancy. The candidate must receive at least a majority of votes of the Board members present and voting.
E. The candidate who prevails shall fill the remaining term of the board seat.
F. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

G. Any time a designated seat remains unfilled for ninety (90) days after the vacancy is announced at a board meeting and physically posted, it automatically becomes an at-large seat until the next General Election at which point it shall revert back to the original designation as defined in these bylaws.

Section 7 Absences

Any board member who misses three (3) consecutive regularly scheduled board meetings or four (4) total board meetings during any roving twelve (12) month period will be automatically placed on the next agenda for a vote for removal by the Board. Each member's absence shall be recorded in the meeting minutes or other manner of board record keeping. Upon missing the specified number of board meetings for removal, the Chair or Secretary shall notify the Board member, copy the Board, and announce that at the next regular board meeting the member will be up for removal and, if the Board votes to remove the member, the seat will be declared vacant. Any regular meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining member's attendance. There will be no excused absences for any reason to ensure that communities are effectively served. Missing more than one third of a meeting at any points during the duration of the published meeting time shall constitute an absence.

The Board shall consult with the Office of the City Attorney before taking any action.

Section 8 Censure

The HCNNC can take action to publicly reprimand a Board member for actions conducted in the course of HCNNC business by censuring the Board member at a HCNNC Board meeting. Censures shall be placed on the agenda for discussion and action. The Board shall consult with the Office of the City Attorney before taking any action.

Section 9 Removal

The Board shall consult with the Office of the City Attorney before taking any action.

A. Petition by Stakeholders

A Board member may be removed from office by the submission of a written petition to the Chair or Secretary, which includes:

1. The identity of the Board member to be removed, 2. A description, in detail, of the reason for removal, and 3. The valid signatures of one hundred (100) Stakeholders.

a) Upon receipt of a written petition for removal, the member in question will be notified in writing (Certified mail to the address on record with the Department), and a response expected within 14 days. If after two (2) attempts the Board does not receive a response, the Chair or Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular HCNNC meeting. b) Removal of the identified Board member requires the votes of two-thirds (2/3) of the Board. c) The Board Member who is the subject of the removal action shall

have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter. d) If the vote for removal is affirmative, the position shall be deemed vacant and filled via the HCNNC's vacancy clause.

B. Petition by the Board

A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with HCNNC business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes:

1. The identity of the Board Member to be removed 2. States the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and 3. Contains the signatures of at least half (1/2) of all Board members.

a) The petition shall be delivered simultaneously to all Board Members, the member in question will be notified in writing (Certified mail to the address on record with the Department), and a response expected within 14 days. If after two attempts the Board does not receive a response, the matter will be placed on the agenda and scheduled for a vote at the next regular Board Meeting. b) Removal of the identified Board member requires the votes of two-thirds (2/3) of the Board. c) The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter. d) The Board member being removed must first have been censured once before by the Board for the same action. e) If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

C. Petition by the Chair

A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with HCNNC business; violations of the Bylaws, Operating Procedures or Code of Conduct following the Chairperson's submission to the Board of a petition which includes:

1. The identity of the Board Member to be removed 2. States the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and 3. Contains the signature of the Chairperson.

a) The petition shall be delivered simultaneously to all Board Members, the member in question will be notified in writing (Certified mail to the address on record with the Department), and a response expected within 14 days. If after two attempts the Board does not receive a response, the matter will be placed on the agenda and scheduled for a vote at the next regular Board

Meeting. b) Removal of the identified Board member requires the votes of two-thirds (2/3) of the Board. c) The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter. d) The Board member being removed must first have been censured once before by the Board for the same action. e) If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

D. Required Training

All required training must be completed within 60 days of taking a seat on the Board. All subsequent training must be completed within 60 days of written notification and acknowledgement from the member (training must be current for members to vote).
1. If the member fails to complete the training, they will be notified in writing (Certified mail to the address on record with the Department) and a response expected within 14 days. If after two (2) attempts the Board does not receive a response, the matter will be placed on the next agenda for a vote for Removal. 2. Removal of the identified member requires a two-thirds (2/3) majority of the Board. 3. The member who is the subject of the removal action shall have the right to deliver to the members a written statement about the matter and to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter. 4. If the vote for removal is affirmative, the position shall be deemed vacant and filled via HCNNC's vacancy clause.

Section 10 Resignation

A Board member may resign from the HCNNC, and the position shall then be deemed vacant. A Board member may resign from office by the submission of a written resignation to the Chair or Secretary, which includes:

1. The identity of the Board member resigning and
2. A description of the reason for resignation.

The Chair or Secretary will respond in writing, and the position shall then be deemed vacant.

Section 11 Community Outreach

The Board shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of HCNNC by email distribution, social media, and physical postings noted in the HCNNC standing rules.

Article VI. OFFICERS

Section 1 Officers of the Board

The officers of the HCNNC shall be elected by the Board. To encourage and foster broad participation and representation of this community the Officers of the Board shall be as follows:

Chair; Vice-Chair (#1); Vice-Chair (#2); Secretary; and Treasurer. The Officers of the Board will have at least one member from each community. If a community does not have a member willing to serve as an Officer then the seat will be open to the entire Board.

Section 2 Duties and Powers

A. Chair

1) Presides at all Board and Officer meetings of the HCNNC. 2) Prepare an agenda with the Vice-Chairs and the Secretary. 3) Appoint Committee Chairs, subject to approval by half (1/2) majority vote of the Board.

B. Vice-Chairs (#1 and #2)

1) At least one of the two shall preside at all meetings of the HCNNC and Officers of the Board meetings in the absence of or at the request of the Chair. 2) Support the Chair and Secretary in preparation of meeting agendas. 3) Schedule and make all arrangements for general Board meetings.

C. Secretary

1) The Secretary shall keep a true and accurate record of the HCNNC and Officer of the Board meetings, including but not limited to actions and vote counts. 2) Record and post meeting minutes. 3) Provide sign-in sheets at the meetings. Record and provide regular reports on attendance.

D. Treasurer

1) Serve as Chair of the Budget and Finance Committee. 2) Check and authenticate expenditures against the budget. 3) Submit Monthly Expenditure Reports (MERs) to the Office of the City Clerk. 4) Keep an accurate account of all funds and prepare written reports to be filed with the Secretary and the Chair at the regular HCNNC meetings. 5) Make financial statements available upon request and monthly updates to be presented at the Board meetings. 6) Prepare a budget for the upcoming fiscal year and present to the Board for approval or recommendation to the general body.

Section 3 Selection of Officers

A member of the Board may also serve as an officer. Officer positions shall be selected annually at the first official Board meeting following the Board election in Board election years, and at the subsequent 1-year anniversary mark of the Officers' selection in Board non-election years.

Section 4 Officer Terms

Term of Officers shall be for one year. Officers serve at the will of the Board. An Officer of the Board may be removed from his/her Officer position if he/she fails to attend meetings as stated in absence section. No elected Officer shall serve for more than two consecutive years in any office.

Article VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Stakeholders may be members of committees but may not vote with the general board. The addition of each committee member shall require half (1/2) majority vote of the Board.

Section 1 Standing

The Standing Committees of the Council are:
1) Budget and Finance 2) Outreach and Communications 3) Planning and Land Use 4) Schools and Libraries 5) Arts, Parks, Recreation, and Culture 6) Officers of the Board

Section 2 Ad Hoc

The Board may create Ad Hoc Committees as needed to deal with temporary issues. Some Ad Hoc Committees may be:
1) Elections; 2) By-Laws; and 3) Other as necessary.

Section 3 Committee Creation and Authorization

A. Committee Authority – All Committee recommendations shall be brought back to the full Board for discussion and action. Only Board of Governors may vote on the committee's recommendations.
B. Committee Structure – With the exception of the Officers of the Board, Committee members shall be appointed by the Chair and ratified by the Board.
   1) Committees shall be comprised of at least three (3), but no more than four (4) Board Members and may include any interested Stakeholder by a half (1/2) majority vote of the Board. 2) Ad Hoc Committees shall be comprised of no more than four (4) Board members and may include any interested Stakeholder by a half (1/2) majority vote of the Board. 3) No single stakeholder group or any one stakeholder organization shall hold a majority of committee seats unless extenuating circumstances exist and are approved by the Board.
C. Committee Appointment – All Committee Chairs shall be appointed by the Chair of the HCNNC and confirmed by half (1/2) majority vote of the Board. The Chairs of the committees shall keep a written record of all meetings, attendance, and shall provide regular reports on Committee matters to the Board.
D. Committee Meetings – Standing committees are subject to and shall be conducted in accordance with the dictates of the Brown Act. The adherence to Brown Act does not apply to Ad Hoc committees. Minutes, including attendance, shall be taken at every Committee meeting.
E. Changes to Committees – The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee by half (1/2) majority vote of the Board.
F. Removal of Committee Members – Committee members may be removed in the same manner in which they were appointed or by resignation.

Article VIII. MEETINGS

Brown Act Compliance: All meetings required by the Brown Act to be conducted openly shall be open to the public and shall comply with all other provisions of the Brown Act pertaining to open meetings. All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1 Meeting Time and Place

All meetings shall be held within the HCNNC boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. Regular Meetings - Regular HCNNC meetings shall be held throughout each calendar year. Each calendar year should hold at least nine (9) meetings and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.
B. Special Meetings – Special meetings may be called by the Chair or by a majority of the Board.

Section 2 Agenda Setting

The Chair shall set the agenda for each HCNNC meeting. Any Stakeholder may make a proposal for action by the Board by submitting a written request to the Secretary or during the public comment period of a regular Board meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Board meeting. The Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Board is required to consider the proposal at a Committee or Board meeting, but, is not required to take further action on the proposal. Proposals made under this subsection are subject to the rules regarding reconsideration.

Section 3 Notification/Postings

Notice of all meetings shall be given in accordance with the Brown Act, applicable Department posting policies, including the Neighborhood Council Agenda Posting Policy and Article V, Section 11 of the Bylaws.

Section 4 Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority

to re-hear, continue, or take action on the item that is the subject of reconsideration within any Page limitations that are stated in the Motion for Reconsideration.

B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Board may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").

D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Article IX. FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the HCNNC's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the HCNNC's accounts.

E. At least once each quarter, the Chair and at least one (1) other individual other than the Page

Treasurer, who is designated by the Board, shall examine the HCNNC's accounts and attest to their accuracy before submitting the documentation to the Office of the City Clerk for further review.

Article X. ELECTIONS

Section 1 Administration of Election

The HCNNC election will be conducted by the City Clerk every two (2) years in every odd-numbered year in accordance with the rules and regulations promulgated by the Office of the City Clerk. The rules and regulations developed by the Office of the City Clerk and Department shall take precedence over any inconsistent language in the Bylaws.

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 Stakeholders aged fifteen (15) years old and above shall be entitled to vote in the elections.

Section 4 Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing documentation acceptable to the Election Administrator.

Section 5 Restrictions on Candidates Running for Multiple Seats

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

Section 6 Other Election Related Language

An Ad-Hoc Elections Committee shall be created by the Board at the time of Board elections to conduct community outreach and other duties as necessary for the elections. The election committee shall be composed of no more than five (5) stakeholders as determined by the Board.

Article XI. GRIEVANCE PROCESS

A. A formal grievance process is in place intended to address and resolve procedural disputes, i.e., these Bylaws or other applicable rules. The grievance process shall not address a Stakeholder's mere disagreement with a position or action taken by the HCNNC. Such grievances may be aired publicly at HCNNC meetings.
B. 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 the Office of the City Attorney before taking any action.

C. Any valid grievance by a Stakeholder will be forwarded by the Department to the Board who shall cause the matter to be placed on the agenda for the next regular HCNNC meeting.
D. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.
E. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
F. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular HCNNC meeting.
G. Board members are not permitted to file a grievance against another Board member or against the HCNNC, except as permitted under the City's grievance policy.

Article XII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised and Robert's Parliamentary Law shall apply on all questions of procedure and parliamentary law not specified in these Bylaws or Standing Rules that may be adopted by the Board

Article XIII. AMENDMENTS

These Bylaws may be amended at any regular meeting of the HCNNC by a two-thirds (2/3) vote of the Board, provided that these Bylaws or proposed amendments have been read at the previous meeting, or all members have been notified and a written document delivered, at least one week prior to action to be taken on proposals (if 2/3 of the vote results in a decimal of .5 or greater, the number will be rounded up). Prior to taking effect, the amended Bylaws must be approved by the Department.

Article XIV. COMPLIANCE

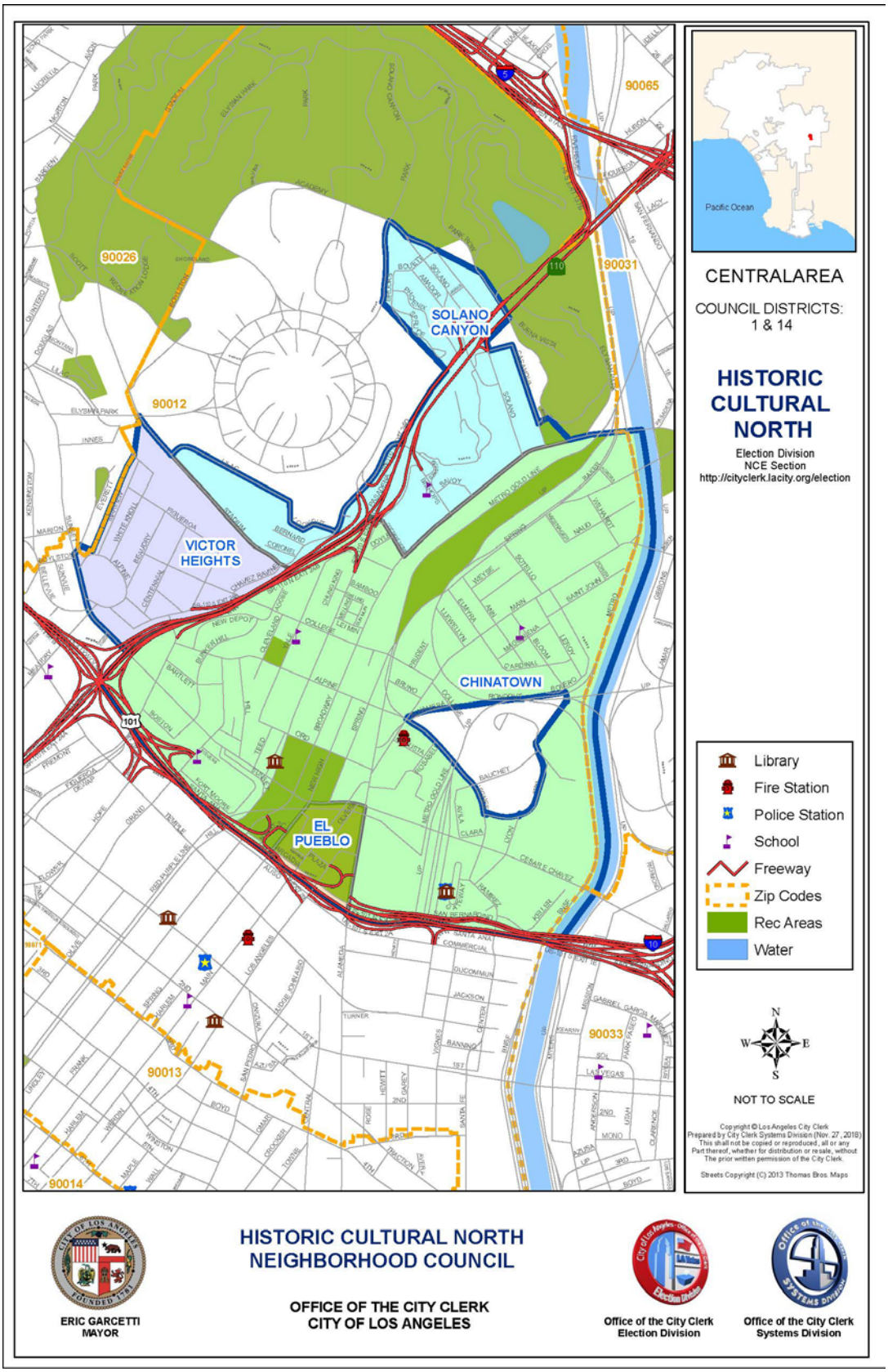
The Board, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as "the 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 HCNNC, its representatives, and all Community Stakeholders shall conduct all HCNNC 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 training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, and workplace violence trainings provided by the City and within the time period requirements of the Department upon seating, or they will lose their Council voting rights. All Committee Members must take Code of Conduct and Ethics training, and all Budget & Finance Committee Members must also take the funding training. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3 Self-Assessment
The HCNNC shall conduct an annual self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of Historic Cultural North Neighborhood Council



ATTACHMENT B – GOVERNING BOARD STRUCTURE AND VOTING

Historic Cultural North Neighborhood Council – 17 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Chinatown Residents Representative Term: 4 Years	2	Elected	Stakeholders who live within the Chinatown geographical area who are 15 years or older.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Chinatown geographical area and who are 15 years or older.
Chinatown Business Owner or Employee Representative Term: 4 Years	1	Elected	Stakeholder who is a business owner or employee within the Chinatown geographical area and who is 15 years or older.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Chinatown geographical area and who are 15 years or older.
Chinatown Non-Profit Representative Term: 4 Years	1	Elected	Stakeholder who is from and a part of the non-profit (and officially designated by the organization s/he wishes to represent) and who is 15 years or older. The non-profit must be a 501(c)3 type of organization in good standing throughout candidacy, election and term, must provide an exact address within the Chinatown geographical area.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Chinatown geographical area and who are 15 years or older.
Chinatown At-Large Business Owner, Employee, Non-Profit or Property Owner Representative Term: 4 Years	1	Elected	Stakeholder who is a business owner, employee, non-profit representative or property owner within the Chinatown geographical area and who is 15 years or older.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Chinatown geographical area and who are 15 years or older.
El Pueblo de Los Angeles Business Owner or Employee Representative Term: 4 Years	1	Elected	Stakeholder who is a business owner or employee within the El Pueblo de Los Angeles geographical area and who is 15 years or older.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the El Pueblo de Los Angeles geographical area and who are 15 years or older.
El Pueblo de Los Angeles Non-Profit Representative Term: 4 Years	1	Elected	Stakeholder who is from and a part of the non-profit (and officially designated by the organization s/he wishes to represent) and who is 15 years or older. The non-profit must be a 501(c)3 type of organization in good standing throughout candidacy, election and term, must provide an exact address within the El Pueblo de Los Angeles geographical area.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the El Pueblo de Los Angeles geographical area and who are 15 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
El Pueblo de Los Angeles At-Large Business Owner, Employee, Non-Profit Representative Term: 4 Years	1	Elected	Stakeholder who is a business owner, employee or non-profit representative within the El Pueblo de Los Angeles geographical area and who is 15 years or older.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the El Pueblo de Los Angeles geographical area and who are 15 years or older.
Solano Canyon Residents Representative Term: 4 Years	2	Elected	Stakeholders who live within the Solano Canyon geographical area who are 15 years or older.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Solano Canyon geographical area and who are 15 years or older.
Solano Canyon At-Large Business Owner, Employee, Non-Profit or Property Owner Representative Term: 4 Years	1	Elected	Stakeholder who is a business owner, employee, non-profit representative or property owner within the Solano Canyon geographical area and who is 15 years or older.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Solano Canyon geographical area and who are 15 years or older.
Victor Heights Residents Representative Term: 4 Years	2	Elected	Stakeholders who live within the Victor Heights geographical area who are 15 years or older.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Victor Heights geographical area and who are 15 years or older.
Victor Heights At-Large Business Owner, Employee, Non-Profit or Property Owner Representative Term: 4 Years	1	Elected	Stakeholder who is a business owner, employee, non-profit representative or property owner within the Victor Heights geographical area and who is 15 years or older.	Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Victor Heights geographical area and who are 15 years or older.
At-Large Youth Representative Term: 4 Years	1	Elected	Stakeholder within the HCNNC boundaries and who is 15-20 years of age.	Stakeholder within the HCNNC boundaries and who is 15 years or older.
At-Large Representative Term: 4 Years	2	Elected	Stakeholder within the HCNNC boundaries and who is 15 years or older.	Stakeholder within the HCNNC boundaries and who is 15 years or older.