

NORTHRIDGE EAST NEIGHBORHOOD COUNCIL BYLAWS

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ARTICLE I NAME

The name of this Neighborhood Council shall be the Northridge East Neighborhood Council ("Council").

ARTICLE II PURPOSE

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

A. The **MISSION** of the Council is:

1. To make Northridge East a great place to live, work, play, and learn.
2. To improve the quality of life and the business climate for Stakeholders within the Northridge East community.
3. To facilitate and improve communication between the Stakeholders, other Neighborhood Councils and the City of Los Angeles in order to improve the quality of life.
4. To provide a forum for public discussion of issues and to advise the City of Los Angeles on issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services, and matters of citywide interest.
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.
6. To establish procedures for communicating with all Neighborhood Council community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

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 Community Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers the geographic area described below.

Section 1: Boundary Description - The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

- A. **North** – 118 Freeway from Reseda Boulevard east to Aliso Wash.;
- B. **East** – 118 Freeway south on Aliso Wash to Devonshire Street, east on Devonshire Street to Balboa Boulevard, south on Balboa Boulevard to Lassen Street, east on Lassen Street to Bull Creek, and Bull Creek to Nordhoff Street;
- C. **South** – Nordhoff Street east from Bull Creek to Reseda Boulevard; and
- D. **West** – Reseda Boulevard north from Nordhoff Street to the 118 Freeway.

The boundaries of the Council are set forth in Attachment A - Map of the Northridge East Neighborhood Council Boundaries.

Section 2: Internal Boundaries - Not applicable.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, own property, work, attend school or engage in voluntary service with community and/or non-profit organizations within the geographic area of this Council, and also those who declare a stake in the neighborhood and affirm the factual basis for it. The factual basis must be supported by acceptable documentation.

ARTICLE V GOVERNING BOARD

The Board of Directors ("the Board") shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("the Plan").

Section 1: Composition - The Board shall consist of fifteen (15) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall comprise the following categories (with the number of seats in each category shown in parentheses):

- A. **California State University, Northridge (CSUN) Faculty, Administration and Staff Board Member (1)** – Appointed by, and serving at the pleasure of the President of CSUN.

B. CSUN Student Body Board Member (1) – Appointed by, and serving at the pleasure of the President of the Associated Students.

C. At-Large Stakeholder Board Members (2) – Open to all Stakeholders at least eighteen (18) years of age at the time of the election.

D. Business Owner or Employee Board Member (2) – Open to Stakeholders who are Business Owners or Employees within the boundaries of the Council. For purposes of this section only, Employees shall not include students. Business owners or Employees need not live within the boundaries of the Council.

E. Property Owner Board Member (3) – Open to Stakeholders who are Property Owners within the boundaries of the Council. Property Owners must live within the boundaries of the Council.

F. Property Owner, Renter, Business Owner, or Employee Board Member (3) – Open to Stakeholders who are Property Owners, Renters, Business Owners, or Employees within the boundaries of the Council, who are also residents within the boundaries the council. For the purposes of this section only, Employees shall not include students. The mere fact that a Stakeholder is a student shall not preclude that person from qualifying for the Board, so long as they also qualify as a "Property Owner", "Business Owner", "Renter" or "Employee". The term "Renter" shall mean that the individual is listed on the residential rental agreement as a party to that residential real estate rental agreement and is not simply an occupant of a rental unit.

G. Property Owner, Business Owner, or Employee Board Member (2) – Open to Stakeholders who are Property Owners, Business Owners, or Employees within the boundaries of the Council, who need not live within the boundaries the council. For purposes of this section only, Employees shall not include students. The mere fact that a Stakeholder is a student shall not preclude that person from qualifying for the Board, so long as they also qualify as a "Property Owner", "Business Owner", or "Employee".

H. Youth Board Member (1) – Open to Stakeholders at least sixteen (16), but less than eighteen (18) years of age at the time the Stakeholder is appointed to this seat. The Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts. The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a Form to be designated.

Note that no single Stakeholder category comprises a majority of Board seats; this must be preserved, 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, not

including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits - Board members shall serve a two (2) year term, commencing after being seated. No member shall run for the Board for more than four (4) consecutive terms. In no way does this limit a former Board Member from being appointed to an open seat.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies - A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

Section 7: Absences - Each Council Board Member's absence, and whether it is excused, shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

A. Excused. A Board Member who wishes to be excused from a meeting shall notify the Presiding Officer at least one (1) full day before the meeting, stating the reason for the request. A Board Member may only be excused for a maximum of three (3) absences in any twelve (12) month period. Any further absences will be considered unexcused.

B. Unexcused. Any Board Member who has more than three (3) consecutive unexcused absences from regularly scheduled Neighborhood Council Governing Board Meetings during any twelve (12) month period will be automatically removed from the Board. When this occurs, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting. At this meeting, the Board shall determine the validity of the absences before taking action to remove the Board Member.

Section 8: Censure - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members - The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed by the following procedure:

A. A Board Member may be removed from office for failure to attend three (3) consecutive unexcused meetings in a calendar year as defined by the Council's Policies and Procedures document.

B. A Board Member may be removed from office for failure to abide by the Council's Code of Conduct as defined in the Council's Policies and Procedures document, if any.

C. A Board Member may be removed from office by the submission of a written petition signed by three (3) Board Members that:

1) Identifies the Board Member to be removed.

2) Describes the objective reason(s) for removal.

3) Upon verification of signatures on the Petition for Removal, the Secretary shall place the matter on the agenda of the next Board meeting.

4) This action shall require a majority vote of the Board to remove the identified Board Member.

5) The member who is the subject of the removal action will be allowed to speak to the Board, at the meeting and prior to the vote, but shall not take part in the vote.

6) If the vote for removal is affirmative then the position shall be determined to be vacant.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting.

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 attract future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council. In particular:

A. The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

B. 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 all together comprise the Executive Committee: President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

- A. The **President** shall preside at all meetings and direct all activities of the Board.
- B. The **1st Vice-President** shall serve as president in the absence of the President. The 1st Vice-President shall serve as Membership Chairperson.
- C. The **2nd Vice-President** shall serve as president in the absence of the President and the 1st Vice-President. The 2nd Vice-President shall serve as Outreach Chairperson.
- D. The **Secretary** shall keep minutes of all Board and Council meetings. In the absence of the Secretary, the President shall choose an alternate Secretary from the members of the Board to take the minutes of the meeting.
- E. The **Treasurer** shall oversee and be charged with the full custody and control of all Council funds and assets.

Section 3: Selection of Officers - The Executive Board positions shall be filled by a majority vote of the Board present at the first meeting following the elections and annually thereafter.

Section 4: Officer Terms - The Officers shall serve one (1) year terms and serve at the pleasure of the Board.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for Committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

It shall be the responsibility of all Committee Chairs to appoint their Committee members subject to the approval of the Board. The Board shall determine the size of the Committees and the length of service.

Section 1: Standing Committees – The Standing Committees of the Council are: Executive Committee, Outreach Committee, Planning and Land Use Committee, Education Committee, Environment Committee, and other Standing Committees as the Board may decide to establish.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues. In particular, in election years, an Election Committee will be created.

Section 3: Committee Creation and Authorization

- A. **Committee Authority** – All Committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – Standing Committees shall be comprised of at least one (1) Board member and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of at least one (1) Board member and may include any interested Stakeholders.

C. **Committee Appointment** – Except for the Outreach and Membership Chairs, all Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.

E. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

ARTICLE VIII 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 and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place – All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. **Regular Meetings** – Regular Council meetings shall be held at least once per calendar quarter.

B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

C. **Board Actions** – At a regular or special meeting, the Board may take actions on any matter on the agenda. 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. A simple majority of those present is required to take official action.

Section 2: Agenda Setting – The Executive Committee shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council 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: Notifications/Postings – Notice of a regular meeting shall be a minimum of three

(3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. The notice shall include the agenda of all proposed actions to be considered at the meeting.

Notification of all meetings shall include, at a minimum:

- a) Posting on the Early Notification System (ENS)
- b) Posting at each location submitted in the NENC Application for Certification
- c) Other commonly frequented locations throughout the Council area
- d) Posting on the Council website and mass emailing
- e) Make additional reasonable efforts to notify the community of the meeting

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 limitations that are stated in the Motion for Reconsideration.

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

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

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

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

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

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

ARTICLE IX FINANCES

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - A Stakeholder who is at least eighteen (18) years of age shall be entitled to one (1) vote for each open position except the Youth position. A Stakeholder, who is at least sixteen (16), but less than eighteen (18) years of age, shall be entitled to one (1) vote for the Youth position.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status through written self-affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats - A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language - An Ad Hoc Elections Committee shall be formed by the Board to oversee the elections.

ARTICLE XI GRIEVANCE PROCESS

A. The formal grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. This grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings.

B. Any grievance by a Stakeholder must be submitted in writing to the Secretary. The Secretary shall then refer the matter to an ad hoc Grievance Panel comprised of three (3) Stakeholders who are randomly selected by the Secretary from a list of Stakeholders who have previously expressed an interest in serving as needed on such Grievance Panel.

C. The Grievance Panel shall meet within twenty (20) days of being appointed.

D. After the Grievance Panel has met, one (1) member chosen by the Panel members shall promptly (within fourteen (14) days) prepare a written report outlining the Panel's recommendations for resolving the grievance. The Grievance Panel may seek additional time from the Board to complete this task.

E. The written report shall be presented to the Secretary who shall then forward the report to the Board.

F. The Board may receive a copy of the Panel's report and recommendations prior to any meeting by the Board. However, pursuant to the Brown Act, the matter shall not be discussed among the Board Members until the matter is heard at the next regular Board meeting.

G. The Board shall discuss and vote on the grievance at the next regular meeting of the Board.

H. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to Department for consideration or dispute resolution in accordance with the Plan.

ARTICLE XII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council may adopt.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. The Board of Directors or a Stakeholder may propose amendments to these Bylaws during the public comments period of a Council meeting. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

B. A proposal to amend these Bylaws will then be formalized in writing by the party making the proposal, and then submitted to the Secretary or person responsible for preparing the agenda for the next regular meeting of the Council.

C. The proposed amendment will be noticed on the agenda for public discussion and a vote at the next meeting.

D. An amendment or adjustment to these Bylaws requires a two-thirds (2/3) vote of the Board present.

E. Thereafter, and within fourteen (14) days after a vote recommending amendment or adjustment to the Bylaws, a Bylaw Amendment Application shall be submitted to the Department for review and approval in accordance with the Plan. No amendment shall be valid, final, or effective until approved by the Department.

ARTICLE XIV COMPLIANCE

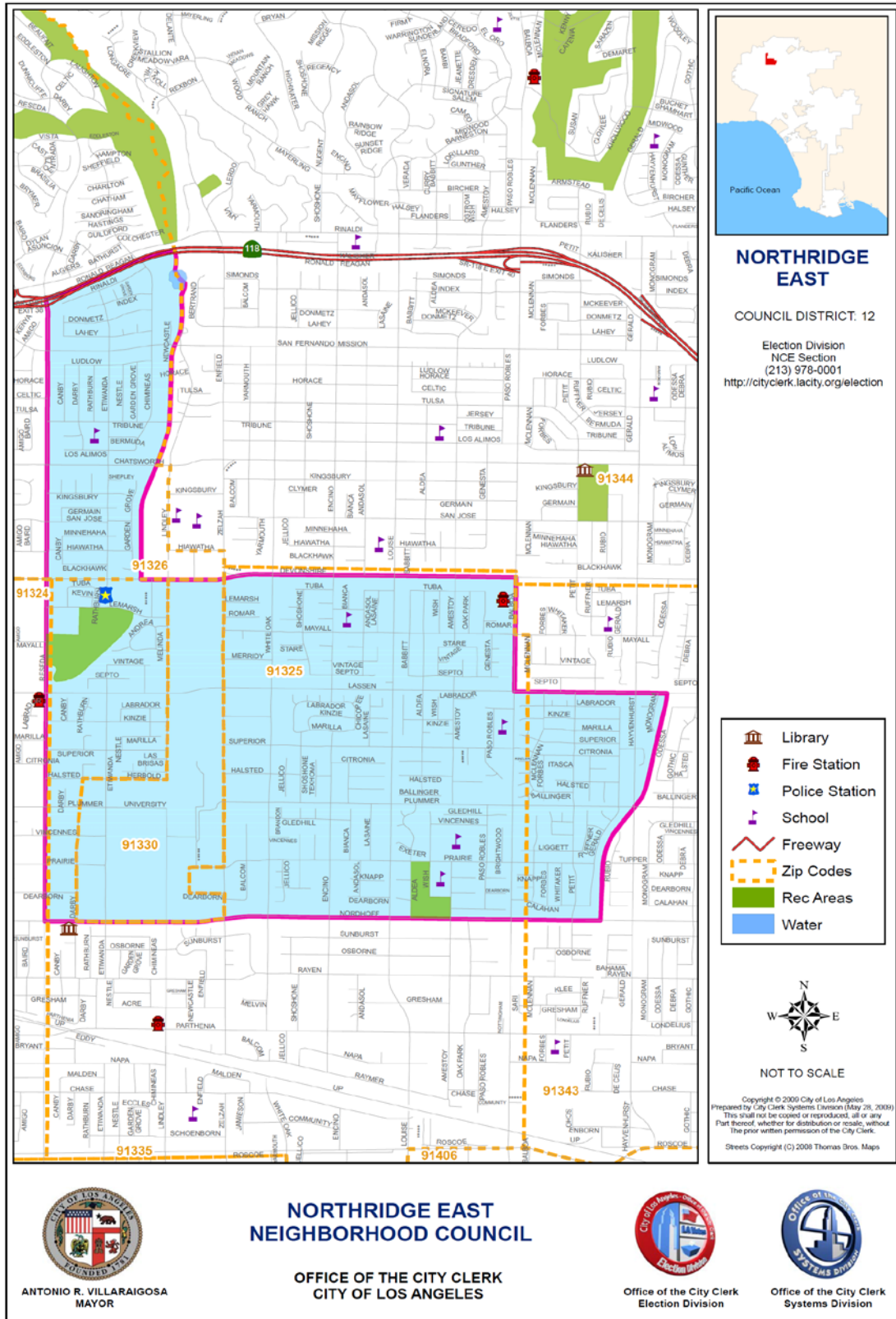
The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, County, State and federal laws, including, without limitation, the Plan, the City Code of Conduct, 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.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self Assessment – Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A - Map of Northridge East Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Northridge East Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
CSUN Faculty, Administration and Staff Board Member Term: 2 Years	1	Appointed by CSUN President	A CSUN faculty, administration or staff member at the time of the appointment.	N/A
CSUN Student Body Board Member Term: 2 Years	1	Appointed by AS CSUN President	A registered student of CSUN at the time of the appointment.	N/A
At-Large Stakeholder Board Members Term: 2 Years	2	Elected	Any Stakeholder who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
Business Owner or Employee Board Member Term: 2 Years	2	Elected	Any Stakeholder who is a business owner or employee within the Council boundaries who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
Property Owner Board Member Term: 2 Years	3	Elected	Any Stakeholder who is an owner of property within the Council boundaries who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
Property Owner, Renter, Business Owner, or Employee Board Member Term: 2 Years	3	Elected	Any Stakeholder who is a property owner, renter, business owner, or employee within the Council boundaries, and also a resident within the Council boundaries who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
Property Owner, Business Owner, or Employee Board Member Term: 2 Years	2	Elected	Any Stakeholder who is a property owner, business owner, or employee within the Council boundaries who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
Youth Board Member Term: 2 Years	1	Elected	Any Stakeholder who is at least 16, but less than 18 years of age at the time of the election.	Any Stakeholder who is at least 16, but less than 18 years of age at the time of the election.