

# The HSDNC Bylaws and Elections Committee's

## PROPOSED AMENDMENTS TO THE BYLAWS OF THE HOLLYWOOD STUDIO DISTRICT NEIGHBORHOOD COUNCIL

### Legend:

**Highlight only** = sentence or paragraph was moved

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**Red wording** = New added word or sentence

**BYLAWS OF THE  
HOLLYWOOD STUDIO DISTRICT  
NEIGHBORHOOD COUNCIL**



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**SEPTEMBER 21, 2012**

## **ARTICLE I – NAME**

The name of this Neighborhood Council shall be the HOLLYWOOD STUDIO DISTRICT NEIGHBORHOOD COUNCIL (“Council”).

## **ARTICLE II – PURPOSE**

Principles of Governance - The purpose of the Council is to participate as an advisory body on issues of concern to the Council and in the governance of the City of Los Angeles (“City”) and to bring together all Stakeholders within the community.

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

1. To serve all Members as the coordinating and information clearinghouse for strategic community issues. The strategic issues to be addressed will be determined by the Council’s Board of Governors (“Board”) with input from the Stakeholders.
2. To provide an inclusive open forum for public discussion of strategic issues concerning City governance, the needs of this community, the delivery of City services to the Hollywood area, and on matters of a Citywide nature; and
3. To advise the City on strategic issues concerning City governance, the needs of this community, the delivery of City services to this community, and on matters of a citywide nature.

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 affiliations and inclusive in operations including, but not limited to, the Election process for the Board and Committee Members;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City, in particular the Hollywood area, 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~~ the Council's 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 or belief; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.
7. To communicate with all of its Stakeholders on a regular basis in a manner that shall ensure information is disseminated in ~~as an even~~ equal and timely a manner as is possible including (but not limited to) transmitting information through the ENS.

### **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:** The south side of Hollywood Boulevard between El Centro Avenue and Western Avenue;

B. **SOUTH:** The north side of Melrose Avenue between El Centro Avenue and the 101 Freeway;

C. **EAST:** The west side of Western Avenue from Hollywood Boulevard to La Mirada Avenue then along the west side of the 101 Freeway from La Mirada Avenue, south to Melrose Avenue and Mariposa Avenue

D. **WEST:** The east side of El Centro Avenue from Hollywood Boulevard to Melrose Avenue

The boundaries of the Council are set forth in Attachment A - Map of the Hollywood Studio District Neighborhood Council.

## **Section 2: Internal Boundaries**

The Council area shall be divided into seven (7) "Neighborhoods." The Neighborhoods, listed by their temporary "working" names (subject to change), are:

### **D 1. "Selma/LaBaig"**

**North:** The south side of Hollywood Boulevard between El Centro Avenue and the 101 Freeway

**South:** The north side of Sunset Boulevard between El Centro Avenue and the 101 Freeway

**East:** The west side of the 101 Freeway between Hollywood Boulevard and Sunset Boulevard

**West:** The east side of El Centro Avenue between Hollywood Boulevard and Sunset Boulevard

### **E 2. "Northeast"**

**North:** The south side of Hollywood Boulevard between the 101 Freeway and Western Boulevard

**East:** The west side of Western Avenue between Hollywood Boulevard and the 101 Freeway

**South/West:** The east side of the 101 Freeway between Hollywood Boulevard and Western Avenue

**3. “KTLA/Sunset Bronson”**

**North:** The south side of Sunset Boulevard between El Centro Avenue and Van Ness Avenue

**South:** The north side of Santa Monica Boulevard between El Centro Avenue and Van Ness Avenue

**East:** The west side of Van Ness Avenue between Sunset Boulevard and Santa Monica Boulevard

**West:** The east side of El Centro Avenue between Sunset Boulevard and Santa Monica Boulevard

**4. “Paramount/HollyForever”**

**North:** The south side of Santa Monica Boulevard between El Centro Avenue and Van Ness Avenue

**South:** The north side of Melrose Avenue between El Centro Avenue and Van Ness Avenue

**East:** The west side of Van Ness Avenue between Santa Monica Boulevard and Melrose Avenue

**West:** The east side of El Centro Avenue between Santa Monica Boulevard and Melrose Avenue

**B 5. “SantaVan/MelWest”**

**North:** The south side of Santa Monica Boulevard between Van Ness Avenue and Western Avenue

**South:** The north side of Melrose Avenue between Van Ness Avenue and Western Avenue

**East:** The west side of Western Avenue between Santa Monica Boulevard and Melrose Avenue

**West:** The east side of Van Ness Avenue between Santa Monica Boulevard and Melrose Avenue

**A 6. “Melrose Hill”**

**North:** The south side of Santa Monica Boulevard between Western Avenue and the 101 Freeway

**South:** The north side of Melrose Avenue between Western Avenue and the 101 Freeway

**East:** The west side of the 101 Freeway between Santa Monica Boulevard and Melrose Avenue

**West:** The east side of Western Avenue between Santa Monica Boulevard and Melrose Avenue

## **F 7. “Bernstein/Fountain”**

**North:** The south side of Sunset Boulevard between Van Ness Avenue and the 101 Freeway

**South:** The north side of Santa Monica Boulevard between Van Ness Avenue and the 101 Freeway

**East:** The west side of the 101 Freeway between Sunset Boulevard and Santa Monica Boulevard

**West:** The east side of Van Ness Avenue between Sunset Boulevard and Santa Monica Boulevard

### **ARTICLE IV – STAKEHOLDER**

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work, or own property in the neighborhood **as well as defined under Article V, Section 1, A, 4.** ~~and also to those who declare a stake in the neighborhood and affirm the factual basis for it. Members of the Council shall be referred to as “Community Stakeholders.”~~

### **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 (“Plan”).

#### **Section 1: Composition**

A. The Board shall consist of twenty (20) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:



1. ~~One (1)~~ **Two (2) commercial property owner**. Responsibilities shall include, but not be limited to, acting as liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of commercial property owners as possible in the Council boundary area. Other duties may be prescribed as needed by the Board.

2. ~~One (1)~~ **Three (3) owner-occupied residential property owner (including condominiums)**. Responsibilities shall include, but not be limited to, acting as liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of owner-occupied residential property owners as possible in the Council boundary area. Other duties may be prescribed as needed by the Board.

3. ~~One (1)~~ **Three (3) residential tenant**. Responsibilities shall include, but not be limited to, acting as liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of residential tenants as possible in the Council boundary area. Other duties may be prescribed as needed by the Board.

4. ~~One (1)~~ **Two (2) employees or member of a service organization – e.g., educational, faith-based, non-profit, environmental and/or cultural**.

a. This category specifically excludes commercial property owners, residential property owners and residential tenants. The top two (2) vote getters from the different types of organizations on this list shall be elected.

b. Responsibilities shall include, but not be limited to, acting as liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of service organizations as possible in the Council boundary area. Other duties may be prescribed as needed by the Board.

5. **Two (2) business tenants (a person who rents a storefront in which s/he conducts his or her business) or business employees.** Responsibilities shall include, but not be limited to, acting as liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of business entities as possible in the Council boundary area. Other duties may be prescribed as needed by the Board.

~~6. **Five (5) At-large Stakeholders – i.e., a Stakeholder not listed in Paragraphs 1 through 5 above.** Responsibilities shall include, but not be limited to, acting as liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of Stakeholders in general as possible in the Council boundary area. Other duties may be prescribed as needed by the Board.~~

~~7.~~ **6. Two (2) One (1) Youth Stakeholders (between the ages of 16-20).**

a. Responsibilities shall include, but not be limited to, acting as liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of youth, students, schools and other educational institutions as possible in the Council boundary area. Other duties may be prescribed as needed by the Board.

b. If the Youth Board member is less than eighteen (18) years of age, s/he may not vote on the expenditure of funds, the entry into contracts or a recommendation whether to enter into a contract.

**8. 7. Seven (7) Neighborhood Stakeholders – one (1) from each of the seven (7) Neighborhoods set forth in Article III Section 2 above.**

a. Each Neighborhood shall have the opportunity to propose two (2) candidates to the Board for nomination, and the Board shall elect one (1) of those candidates to the Board from each of the seven (7) Neighborhoods. Nominated applicants must meet eligibility requirements of a Stakeholder, as set forth above.

b. In the event that a Neighborhood fails to present a nominee to the Board for consideration, or the Board fails to elect a nominee to a seat, or the Neighborhood seat becomes vacant, then the Board may fill the vacancy by electing any eligible Stakeholder from the Council boundary area.

B. The Council shall strive for Stakeholder diversity when selecting its Board. At no time, however, shall a single Stakeholder group hold a majority of Board seats unless extenuating circumstances warrant and are approved by the City of Los Angeles Department of Neighborhood Empowerment (“Department”).

C. Should a Board Member lose his or her Stakeholder status s/he **shall be required to resign.** ~~will be allowed to complete the current term for the particular position s/he holds but shall not be allowed to run for other positions in upcoming Elections unless s/he is able to reinstate his or her Stakeholder status.~~

## **Section 2: Quorum**

A quorum shall be eleven (11) members of the Board. No floating quorums are allowed.

## **Section 3: Official Actions**

A simple majority vote by the Board members present and voting (*i.e.*, 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. ~~Beginning in 2010, Board members may only serve eight (8) consecutive years on the Board.~~

## **Section 5: Duties and Powers**

The primary duties of the Board shall be to (a) govern the Council and to carry out its objectives; (b) attend and participate in meetings and events; (c) attend and participate in at least one of the Council's Committees; (d) assist with outreach; and other duties as prescribed by the Board.

## **Section 6: Vacancies**

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

A. Any Stakeholder interested in filling a vacant seat shall submit a written application to the ~~Recording Secretary~~ Chair and his/her designee.

B. The ~~Recording Secretary~~ Chair and his/her designee shall forward the names of all applicants to the Board.

C. The Board shall ensure that the Stakeholder selected meets the criteria for the vacant seat.

D. The Board shall by a majority vote of Board members present fill the position.

E. When such process fills a vacant seat, the Stakeholder shall serve only the remaining portion of the term specified for the seat and the seat shall be filled only until the term expires.

F. In no event shall a vacant seat be filled where a general election is scheduled to occur within ninety (90) days of the date that a written application is presented to the Board.

## Section 7: Absences

A Board member may be removed from office the board for failure to attend three (3) consecutive unexcused regular meetings or a total five (5) meetings in a calendar year. as defined by HSDNC Rules. The Board shall adopt rules to define an excused absence. After the second consecutive or fourth (4) unexcused absence within the calendar year, whichever comes first, the Chairperson shall have the Correspondence Secretary or designate send, by Certified mail, a letter to the Board member requesting a written explanation.

If the Board member fails to show for the next regular meeting and receives their third unexcused consecutive absence or fifth absence within the calendar year absence, the Chairperson shall have the Recording Secretary or designate place the matter on the agenda for a vote of the Board at the next regular meeting. Though the Board may receive written documentation prior to the meeting, the matter shall not be discussed among the Board members until the matter is heard at a meeting of the Board pursuant to the Brown Act.

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.

A vote of No Confidence by eleven (11) Board members shall be necessary to remove the identified Board member forthwith.

If the vote for removal is affirmative then the position shall be determined to be vacant. If the vote fails and the Board member acquires two (2) additional consecutive unexcused absences the Board member shall automatically be removed from the Board and at that time the position shall be determined to be vacant.

Any meeting of the Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance.

## **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. A Board Member may be removed by submission of a written petition. The petition shall (1) Identify the Board Member to be removed, and (2) Describe in detail the reason(s) for removal and substantiate that the allegations in this petition are true and accurate and that they are grounds for removal. (a) Include the signatures of two hundred (200) Stakeholders. The **Recording Secretary Chair** or designate shall place the matter on the agenda of the next regular meeting. ~~Though the Board may receive written documentation prior to the meeting, the matter shall not be discussed among the Board members until the matter is heard at a meeting of the Board pursuant to the Brown Act.~~

~~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.~~

This action shall require a vote of No confidence by eleven (11) Board Members to remove the identified Board Member.

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

## **Section 10: Resignation**

A Board member may resign by submitting a written statement to the **Recording Secretary Chair** or designate. An announcement of the resignation shall be made at the next regularly scheduled meeting and at that time the position shall be determined to be vacant.

## **Section 11: Community Outreach**

All members of the Council shall ~~direct that a system~~ actively participate in ~~of~~ outreach ~~be instituted~~ to inform and educate Stakeholders as to the existence and activities of the Council and to seek input from the Stakeholders about their concerns. The Council, shall also inform stakeholders of ~~including~~ its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council. The Council shall use outreach tools such as, but not limited to, Social Media, Early Notification System (ENS), Neighborhood Events, etc. in order to reach the greatest number of stakeholders. The Outreach Committee shall communicate with Stakeholders and report to the Board at public meetings regarding its efforts and accomplishments.

## **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: Chairperson, Vice Chairperson, 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. Chairperson shall act as the chief executive of the Council and shall preside at all Council meetings.
- B. The Vice Chairperson shall serve in place of the Chairperson if the Chairperson is unable to serve.
- C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed and does not have to be a Board member. ~~Unless the person serving as Alternate Secretary~~

is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

### **Section 3: Selection of Officers**

After the election and appointment of Board members, the Board by simple majority will vote to elect from among its members the Chairperson, Vice Chairperson, Treasurer and Secretary.

### **Section 4: Officer Terms**

The Officers serve at the will of the Board. They will serve for a term of two (2) years or until the next regularly scheduled election has been certified and Board members seated.

## **ARTICLE VII – COMMITTEES AND THEIR DUTIES**

The Board shall establish all Standing and Ad Hoc Committees. Suggestions for committees may come from Stakeholders or from members of the Board, and the Board shall vote upon all such suggestions. The creation, direction, intent and guidelines of all Standing and Ad Hoc Committees will be decided by official action.

### **Section 1: Standing Committees**

The Standing Committees of the Council are: Outreach, **Bylaws and Election, Budget and Finance, Planning and Land Use Management, Transportation and Public Safety, and Youth.** Each Standing Committee shall have **a minimum of three (3) and no more than five (5) Board Members.**



## 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. **Committee Authority** – The actions, recommendations and policies of all Committees shall be subject to approval by official action of the Board.

B. **Committee Structure** – Committee members shall be appointed by the Chairperson and ratified by the Board. Standing Committees shall be comprised of a minimum of three (3) and no more than five (5) Board Members ~~five (5) Board members~~ and may include any interested Stakeholders.

Quorum for Standing Committees shall be three (3).

Ad Hoc Committees shall be comprised of up to five (5) ~~ten (10) or less~~ Board members and may include any interested Stakeholders. Quorum for Ad Hoc Committees shall be 50% + 1 of the number of Ad Hoc Committee members. ~~Any committee with six (6) or more Board members must be noticed as a Joint Board meeting, too.~~

C. **Committee Appointment** – All Committee Chairs shall be appointed 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** – All Committee meetings shall be governed by the Brown Act and shall be conducted in accordance with these bylaws. 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 Sections 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 quarter 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** – The **President Chair** or a majority of the Board shall be allowed to call a special Council meeting as needed.

### **Section 2: Agenda Setting**

Agendas for meetings shall be set by a process:

1. Agendas for all regular meetings shall include an item referring to the addition of agenda items for upcoming meetings. Stakeholders shall have the opportunity to request items be placed on upcoming agendas at this time.

2. In addition, Board Members may submit in writing to the **Recording Secretary** items they wish to have placed on the agenda at least seven (7) business days prior to the required posting date of the meeting.

3. A request for the inclusion of an agenda item on an agenda does not guarantee its placement on an agenda.

4. The ~~Recording Secretary~~ Chair and designee shall use their best judgment in formulating agendas, taking into consideration items such as (but not limited to) time constraints, specific issues of relevance to the Council, and length of meetings.

5. The ~~Recording Secretary~~ designee shall work with the Chairperson in finalizing agendas. Except for Reconsiderations, the Chairperson shall make the final determination as to what items shall be on agendas. Reconsideration requests that meet the criteria under Article VIII, Section 4 shall be placed on the agenda.

### **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. At a minimum, this will include the locations indicated on the public posting log filed in accordance with the latest Board of Neighborhood Commissioners (BONC) policy with the application for certification and in one (1) local publication tailored to reach the largest number of identifiable Stakeholders in the Area. Regular and Special meeting agendas shall also be emailed to the Department.

### **Section 4: Reconsideration**

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meetings. The Board, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a (Proposed) Action should the motion to reconsider be approved. A motion for reconsideration can only be made

by a Board Member who has previously voted on the prevailing side of the original action taken. If the motion for reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Recording Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

## **ARTICLE IX – FINANCES**

A. The Treasurer shall oversee and be charged with the full custody and control for all Council funds and assets.

B. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, and federal laws. The Treasurer may request authorization from the ~~other Members of the~~ Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing the same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.

C. The Treasurer shall make a report to the Board on the HSDNC finances at every regular meeting of the Board.

D. The Treasurer shall be responsible for preparing or coordinating the preparation of financial statements for the Department, in addition to maintaining the Neighborhood Council Board ~~of~~ Accounts, as prescribed by the Department, and submitting account statements to Department, the date(s) of which shall be prescribed by the Department.

E. The Treasurer shall act as the Chairperson for the Council **Budget and Finance** Committee. The **Budget and Finance** Committee shall assist in developing policies for the use and disbursement of the Council funds. Prior to their use, all **Budget and**

Finance Committee policies shall be made in the form of a recommendation to the Board and voted on by official action of the Board.

#### F. Inspection and Copying of Financial Records

1. The **Budget and** Finance Committee shall establish fair and open procedures to permit inspection of the Council finances in accordance with the **California** Public Records Act.

2. The Council's financial statements, books and accounts shall be open for inspection and copying by any Member of the public **in accordance with the California Public Records Act.** ~~upon written request to the Board. The requesting party shall be responsible for all actual costs incurred in producing the records, which shall be paid for before any copies are released.~~

G. The Council agrees to comply with all financial accountability requirements as specified in the Plan for a Citywide System of Neighborhood Councils ("Plan") and as stated in the City's Certification Application. The Council further agrees to comply with all financial reporting requirements as prescribed by the Department.

### **ARTICLE X – ELECTIONS**

#### **Section 1: Administration of Election**

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 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 Community Stakeholders aged sixteen (16) and above shall be entitled to vote in the Council elections.

### **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**

On the first meeting after the election, the thirteen (13) elected Board members shall review, vote and appoint the remaining seven (7) Neighborhood seats. The **Bylaws and e**Election committee will distribute Candidate Filing Forms. Candidate Filing Forms from neighborhood organizations for their two (2) nominated/to be appointed Board Members must be turned in to the election committee by the day of the election.

~~To the extent possible, the Board shall select a Recording Secretary from among the existing Non Officer Board Members by a vote of official action. An Alternate Recording Secretary to the Board may also be selected by the Board to serve in the absence of the primary Recording Secretary. The Recording Secretary and Alternate Recording Secretary serve at the will of the Board.~~

~~Then,~~ The Board shall select a Parliamentarian from among the existing Non Officer Board Members **or a member of the public** by a vote of official action. The Parliamentarian serves at the will of the Board.

## ARTICLE XI – GRIEVANCE PROCESS

- A. Any grievance by a Stakeholder must be submitted in writing to the Board.
- B. At the next regularly scheduled general meeting after receipt of the grievance, a list will be compiled of Stakeholders who wish to serve on a grievance panel. The list will remain open for Stakeholders to express their interest to serve for seven (7) days following the meeting.
- C. At ~~that time~~ the next regularly scheduled Board meeting, the Recording Secretary shall randomly draw five (5) names to serve on the grievance panel. The Board shall determine the method of randomness.
- D. Within the next fourteen (14) days, the Correspondence Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss ways in which the grievance may be resolved. The Correspondence Secretary shall facilitate the meeting.
- E. After hearing the grievance, the panel will discuss possible solutions and draft a recommendation for the Board.
- F. The Recording Secretary will add the grievance panel's recommendation to the agenda of the next regularly scheduled general meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting, but the matter shall not be discussed among the Board Members until the matter is heard at a meeting of the Board pursuant to the Brown Act.
- G. The Board shall hear the grievance, take into consideration the grievance panel's recommendation and shall vote by official action at that time on the matter.
- H. A decision of the Board must be made within a ~~sixty (60)~~ ninety (90) day period from the time of the grievance is filed.

I. This formal 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. Those grievances can be aired at all meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with these Bylaws and Standing Rules.

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

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

The Council shall use the Robert's rules of order when conducting Council meetings. 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.

Other rules for the conduct and decorum of the Board shall be established by the Board and reflected in Rules for the Conduct of the Council in accordance with the Brown Act. Rules shall be developed and adopted by a majority vote of the entire Board as needed and can be changed or modified by the entire Board per said rules.

Where the Board has not adopted its own rules for conducting its meetings, the Board shall follow Generally Accepted Parliamentary Procedures. The Rules of the Board that have been formally adopted and set forth in writing shall apply, unless contrary to the Brown Act, these Bylaws, and any Federal, State or Local laws that apply.

## **ARTICLE XIII – AMENDMENTS**

A. Amendments, changes, additions or deletions to these Bylaws may be proposed by the Board or any Stakeholder(s) during the public comment period of a regular meeting of the Board.



B. A proposal to amend these bylaws, however, must then be formalized in writing and then lodged with the **Recording** Secretary or person responsible for preparing the agenda for the next regular meeting.

C. The proposed amendment will be placed on the agenda for public discussion at the next regularly scheduled meeting of the Board **and Members**.

D. Amendment or adjustment of these bylaws must be made by a vote of twelve (12) Members of the Board. Thereafter, and within thirty (30) days, a Bylaw Amendment Application shall be submitted to the Department along with a copy of the existing Bylaws for review and approval by the Department in accordance with the Plan. The proposed Bylaw amendment will not be valid or effective until approved by the Department, in accordance with the Plan.

#### **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 **of Directors** 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 **California** 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 and within ~~forty five (45) days~~ the time period requirements of the Department upon seating ~~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 Hollywood Studio District Neighborhood Council**

**ATTACHMENT B – Governing Board Structure and Voting**



## ATTACHMENT B – Governing Board Structure and Voting

### Hollywood Studio District Neighborhood Council – 20 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Commercial Property Owner Governor Term: 2 Years	4 2	Elected	Stakeholders who own commercial property within the HSDNC and are 16 years or older.	Stakeholders who live, work, own property or declare a stake in the HSDNC and affirm a factual basis for it and are 16 years or older.
Owner-Occupied Residential Property Owners Governors (including condominium owners) Term: 2 Years	4 3	Elected	Stakeholders who own and live in a residential property within the HSDNC and are 16 years or older.	Stakeholders who live, work, own property or declare a stake in the HSDNC and affirm a factual basis for it and are 16 years or older.
Residential Tenants Governor Term: 2 Years	4 3	Elected	Stakeholders who rent a residence within the HSDNC and are 16 years or older.	Stakeholders who live, work, own property or declare a stake in the HSDNC and affirm a factual basis for it and are 16 years or older.
Employee of Service Organizations Governors Term: 2 Years	4 2	Elected	Stakeholders who work for a service organization such as educational, faith-based, non-profit, environmental, and cultural within the HSDNC and are 16 years or older. This category specifically excludes commercial property owners, residential property owners, and residential tenets.	Stakeholders who live, work, own property or declare a stake in the HSDNC and affirm a factual basis for it and are 16 years or older.
Business Tenants Governors Term: 2 Years	2	Elected	Stakeholders who rent business storefronts, or are business employees within the HSDNC and are 16 years or older	Stakeholders who live, work, own property or declare a stake in the HSDNC and affirm a factual basis for it and are 16 years or older.
At Large Governors Term: 2 Years	5	Elected	Stakeholders who live, work, own property or declare a stake in the HSDNC and affirm a factual basis for it and are 16 years or older.	Stakeholders who live, work, own property or declare a stake in the HSDNC and affirm a factual basis for it and are 16 years or older.
Youth Governors Term: 2 Years	2 1	Elected	Any stakeholder between the ages of 16 and 20 within the HSDNC.	Any Stakeholders who live, work, own property or declare a stake in the HSDNC and affirm a factual basis for it and are 16 years or older.
Stakeholder Representatives Term 2 Years	7	Appointed	Stakeholders 16 years or older, one from each of the Neighborhoods	Not Applicable.