

# CITY OF LOS ANGELES

CALIFORNIA

## EAST HOLLYWOOD NEIGHBORHOOD COUNCIL

### GOVERNING BOARD OFFICERS

Tereza Yerimyan, President  
Cheron J. McAleece, Vice President  
Jeff Zarrinam, Treasurer  
Arasele Torrez, Recording Secretary  
Seta Panosian, Corresponding Treasurer  
Donal Thoms-Cappello, Corresponding Secretary

### GOVERNING BOARD MEMBERS

Matt Benton  
Craig Cox  
Doug Haines  
Calixtho Lopes  
Bob Peppermuller  
Matt Sanderson  
Shahan Suzmeyan



ERIC GARCETTI  
MAYOR

## EAST HOLLYWOOD NEIGHBORHOOD COUNCIL

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## EAST HOLLYWOOD NEIGHBORHOOD COUNCIL GOVERNING BOARD MEETING AGENDA

Monday, April 20, 2015, 6:30 PM

THE HOLLYWOOD HOTEL

**[PLEASE NOTE NEW LOCATION THIS MEETING ONLY!]**

1160 N. Vermont Ave., Los Angeles CA 90029

Public comments on agenda items will be heard when the item is considered. Public comments on other matters within the council's jurisdiction may be made during the Public Comment period. Public comments are limited to two minutes per speaker. Action may be taken on any agenda item except Public Comment, announcements and reports. Actions may be reconsidered only if a motion for reconsideration is adopted at the same meeting where the action was taken. You may request a copy of printed materials that are distributed at the meeting. You may record the meeting by audio, video or photographic means as long as it is not disruptive. Meeting notices and agendas are posted at various locations (see list below). If you need translation, or accommodation for a disability, please call the city Department of Neighborhood Empowerment at least three business days in advance (213-485-1360, or toll-free 3-1-1). The city is a covered entity under Title II of the Americans with Disabilities Act. If you believe the council is not following the law or its own rules you may file a grievance in writing with copies to both the Chair and the Secretary. Please be respectful of others, even when you differ with them.

### I. Welcome and Introductions

- A. Call to Order
- B. Opening Remarks/Welcome Address *Cheron J. McAleece, Vice President*
- C. Public Comment of Non-Agenda Items (Please limit to two minutes per speaker)

### II. Community Reports

- A. LAPD Report
- B. CD13 Report, Office of Councilmember Mitch O'Farrell, Aram Taslagyan
- C. City of LA Report, Office of Mayor Eric Garcetti, Poonam Narewatt
- D. Assembly District 43 Report, Office of Assemblymember Mike Gatto

### III. Community Voices

- A. Thai CDC Updates (Billie Lay)
- B. Thai Rotary Club (Teresa Chung)

***Break (Meet & Greet)***

#### IV. Meeting of EHNC Governing Board – Public is Welcome and Encouraged to Stay

##### A. Committee Reports

- |                     |                            |                                 |
|---------------------|----------------------------|---------------------------------|
| a. Executive        | b. Planning & Entitlement  | c. Outreach                     |
| d. Arts & Culture   | e. Community Health        | f. Youth & Education            |
| g. Budget & Finance | h. By-laws                 | i. Business & Econ. Development |
| j. Public Safety    | k. Design & Beautification | l. IT                           |

##### B. Budget Update (Jeff Zarrinnam, Treasurer)

1. **Discussion** of the monthly expenditures for March. (Jeff Zarrinnam, Treasurer)

##### C. Action Items

1. **Discussion and possible action** on the resignation of Jeff Zarrinnam from the Business Committee. (Jeff Zarrinnam)
2. **Discussion and possible action** on the nomination of Bob Peppermuller as chair of the Business Committee. (Jeff Zarrinnam)
3. **Discussion and possible action** on the confirmation of Bob Peppermuller as chair of the Business Committee. (Jeff Zarrinnam)
4. **Discussion and possible action** on the approval of the March 23, 2015 Governing Board Meeting Minutes.
5. **Discussion and possible action** to recommend current EHNC bylaws conform to citywide bylaws template format.
6. **Discussion and possible action** re amending current bylaws Article I – Name. [For all recommended amendments, see [Attachment A – Redlined Bylaws.](#)]
7. **Discussion and possible action** re amending current bylaws Article II – Purpose.
8. **Discussion and possible action** re amending current bylaws Article III – Boundaries.
  - a. **Discussion and possible action** re amending current bylaws Article III, Section 1 – Boundary Description.
  - b. **Discussion and possible action** re amending current bylaws Article III, Section 2 – Internal Boundaries.
9. **Discussion and possible action** re amending current bylaws Article IV – Stakeholder. (Must comply with current, citywide definition of a stakeholder as adopted by BONC, DONE.)
  - “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.”
10. **Discussion and possible action** re amending current bylaws Article V – Governing Board.

- a. **Discussion and possible action** re amending current bylaws Article V, Section 1 – Composition.
- b. **Discussion and possible action** re amending current bylaws Article V, Section 2 – Quorum.
- c. **Discussion and possible action** re amending current bylaws Article V, Section 3 – Official Action. [See **Attachment B - Election and Administrative Procedures Stipulation Worksheet.**]
- d. **Discussion and possible action** re amending current bylaws Article V, Section 4 – Terms and Term Limits.
- e. **Discussion and possible action** re amending current bylaws Article V, Section 5 – Duties and Powers.
- f. **Discussion and possible action** re amending current bylaws Article V, Section 6 – Vacancies.
- g. **Discussion and possible action** re amending current bylaws Article V, Section 7 – Absences.
- h. **Discussion and possible action** re amending current bylaws Article V, Section 8 – Censure.
- i. **Discussion and possible action** re amending current bylaws Article V, Section 9 – Removal of Governing Board Members.
- j. **Discussion and possible action** re amending current bylaws Article V, Section 10 – Registration.
- k. **Discussion and possible action** re amending current bylaws Article V, Section 11 – Community Outreach.
11. **Discussion and possible action** re amending current bylaws Article VI – Officers.
  - a. **Discussion and possible action** re amending current bylaws Article VI, Section 1 – Officers of the Board.
  - b. **Discussion and possible action** re amending current bylaws Article VI, Section 2 – Duties and Powers.
    - i. **Discussion and possible action** re amending current bylaws Article VI, Section 2 A 3 – President as second signatory.
  - c. **Discussion and possible action** re amending current bylaws Article VI, Section 3 – Selection of Officers.
  - d. **Discussion and possible action** re amending current bylaws Article VI, Section 4 – Officer Terms.
12. **Discussion and possible action** re amending current bylaws Article VII – Committees.
  - a. **Discussion and possible action** re amending current bylaws Article VII, Section 1 – Standing.
  - b. **Discussion and possible action** re amending current bylaws Article VII, Section 2 – Ad Hoc.
  - c. **Discussion and possible action** re amending current bylaws Article VII, Section 3 – Committee Creation and Authorization.
13. **Discussion and possible action** re amending current bylaws Article VIII – Meetings. [See **Attachment B - Election and Administrative Procedures Stipulation Worksheet.**]

- a. **Discussion and possible action** re amending current bylaws Article VIII, Section 1 – Meeting Time and Place.
  - b. **Discussion and possible action** re amending current bylaws Article VIII, Section 2 – Agenda Setting.
  - c. **Discussion and possible action** re amending current bylaws Article VIII, Section 3 – Notifications/Postings.
  - d. **Discussion and possible action** re amending current bylaws Article VIII, Section 4 – Reconsideration.
14. **Discussion and possible action** re amending current bylaws Article IX – Finances.
15. **Discussion and possible action** re DONE Election stipulation sheet. [See [Attachment B - Election and Administrative Procedures Stipulation Worksheet.](#)]
- a. **Discussion and possible action** re amending current bylaws Article X, Section 1 – Administration of Election.
  - b. **Discussion and possible action** re amending current bylaws Article X, Section 2 – Governing Board Structure and Voting.
  - c. **Discussion and possible action** re amending current bylaws Article X, Section 3 – Minimum Voting Age.
  - d. **Discussion and possible action** re amending current bylaws Article X, Section 4 – Method of Verifying Stakeholder Status.
  - e. **Discussion and possible action** re amending current bylaws Article X, Section 5 – Restrictions on Candidates Running for Multiple Seats.
  - f. **Discussion and possible action** re amending current bylaws Article X, Section 6 – Other Election Related Language.
16. **Discussion and possible action** re amending current bylaws Article XI – Grievance Process. [See [Attachment B - Election and Administrative Procedures Stipulation Worksheet.](#)]
17. **Discussion and possible action** re amending current bylaws Article XII – Parliamentary Authority.
18. **Discussion and possible action** re amending current bylaws Article XIII – Amendments.
19. **Discussion and possible action** re amending current bylaws Article XIV – Compliance. [See [Attachment B - Election and Administrative Procedures Stipulation Worksheet.](#)]
- a. **Discussion and possible action** re amending current bylaws Article XIV, Section 1 – Code of Civility.
  - b. **Discussion and possible action** re amending current bylaws Article XIV, Section 2 – Training.
  - c. **Discussion and possible action** re amending current bylaws Article XIV, Section 3 – Self-Assessment.
20. **Discussion and possible action** re amending current bylaws Attachment A – Map of East Hollywood Neighborhood Council.
21. **Discussion and possible action** re amending current bylaws Attachment B – Map of East Hollywood Neighborhood Council Neighborhood Districts.

## **East Hollywood Neighborhood Council**

### ***Governing Board Meeting Agenda***

April 20, 2015

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**22. Discussion and possible action** re amending current bylaws Attachment C – Governing Board Structure and Voting (formerly Attachment B).

**23. Discussion and possible action** to recommend standing rules.

#### **D. New/Old Business**

#### **V. Adjournment**

Council Process: Everyone who lives, works, owns property, attends school, is a member of a faith organization or works in a non-profit organization that provides services within the boundaries of the East Hollywood Neighborhood Council is a "stakeholder." All stakeholders are members of the Council. Stakeholders elect a Governing Board to represent them. This Board is recognized as the decision-making entity by the City of Los Angeles and was elected on October 30, 2007. While the Board is an official decision-making entity, meetings are conducted as much as possible in a town hall format. Committees are open to anyone with an interest in East Hollywood. The East Hollywood Neighborhood Council depends on the active public participation of its diverse, dynamic and unique community for its success. Posting Sites: Meeting notices and agendas are posted at the following locations within East Hollywood (three days in advance for regular meetings and one day in advance for special meetings). The official posting is at **The Hollywood Hotel**, 1160 N. Vermont Avenue and on our website at [www.easthollywood.net](http://www.easthollywood.net). The agenda may also be posted at: (1) **Armen Realty**, 5111 W. Santa Monica Boulevard (2) **Stakeholder Residence**, 772 N. Kenmore (3) **Against The Stream**, 4300 W. Melrose.

You can receive notices and agendas by e-mail. Please send your request, with your name and telephone number, to [EHNC@easthollywood.net](mailto:EHNC@easthollywood.net).

Special thanks to Hollywood Hotel and Jeff Zarrinam for the use of his conference room.

# East Hollywood Neighborhood Council Bylaws

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### ARTICLE I NAME

The name of this organization shall be the East Hollywood Neighborhood Council ("EHNC"), an advisory body to the City of Los Angeles, established pursuant to Article IX of the Los Angeles City Charter.

### ARTICLE II PURPOSE

The purpose of the EHNC is:

- A. To contribute to the improvement of the quality of life in the East Hollywood community;
- B. To encourage dialog, interaction and cooperation among East Hollywood's diverse ethnic groups;
- C. To promote public participation in City governance and decision making processes so that government is more responsive to local needs and requests;
- D. To facilitate the delivery of City services and City government responses to East Hollywood's problems and requests for assistance;
- E. To foster a sense of community for all people to express ideas and opinions about their neighborhood and government;
- F. To develop relationships with other communities and neighborhood councils on common issues.

### ARTICLE III BOUNDARIES

The EHNC has a geographic area with a population of at least 20,000 residents.

**Section 1: Boundary Description** – The boundary area is described as follows:

- A. **North:** Hollywood Boulevard between Western Avenue and Virgil Avenue (both sides of the street); Sunset Boulevard between Virgil Avenue and Fountain Avenue (both sides of the street).
- B. **East:** Hoover Street between Fountain Avenue and the Hollywood (US-101) Freeway (west side of the street).
- C. **South:** The Hollywood (US-101) Freeway between Hoover Street and Western Avenue (north side of the freeway).



D. **West:** Western Avenue between the Hollywood (US-101) Freeway and Hollywood Boulevard (east side of the street).

**Section 2: Internal Boundaries**

**A. Neighborhood District 1: Thai Town North**

1. **North:** North side of Hollywood Blvd. between Western and Normandie
2. **East:** West side of Normandie Ave. between Hollywood and ~~Sunset Fountain~~ (west side of Normandie)
3. **South:** North side of ~~Sunset Fountain~~ Blvd. between Western and Normandie
4. **West:** East side of Western Ave. between Hollywood and ~~Sunset north side of Fountain~~

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**B. Neighborhood District 2: Thai Town South**

1. **North:** South side of Sunset Blvd. between Western and Normandie
2. **East:** West side of Normandie Ave. between Sunset and Fountain
3. **South:** North side of Fountain Ave. between Western and Normandie
4. **West:** East side of Western Ave. between Sunset and Fountain

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**C. Neighborhood District 3 4: Little Armenia West**

1. **North:** South side of ~~Fountain Ave.~~ ~~Sunset Blvd.~~ between Western and Normandie ~~west side of Vermont~~
2. **East:** West side of Normandie Ave. ~~Vermont Blvd.~~ between ~~Fountain~~ ~~Sunset~~ and Santa Monica
3. **South:** North side of Santa Monica Blvd. between the 101 Fwy and Normandie ~~Vermont~~
4. **West:** The 101 Fwy and the ~~east side~~ ~~south side~~ of Western Ave between La Mirada and ~~Fountain~~ ~~east side of Sunset~~

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**D. Neighborhood District 4: Kingsley Vista**

1. **North:** South side of Santa Monica Blvd. between the 101 Fwy and Normandie
2. **East:** West side of Normandie Ave. between Santa Monica and the 101 Fwy
3. **South/West:** The 101 Fwy between Normandie and Santa Monica

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**E. Neighborhood District 5 2: Barnsdall HollyMont Junction**

1. **North:** North side of Hollywood Blvd. between Normandie and Vermont
2. **East:** West side of Vermont Ave. between Hollywood and ~~Fountain~~ ~~Sunset~~
3. **South:** North side of ~~Fountain Ave~~ ~~Sunset Blvd.~~ between Normandie and Vermont
4. **West:** East side of Normandie Ave. between Hollywood and ~~Fountain~~ ~~Sunset~~

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**F. Neighborhood District 6: Little Armonia East**

1. **North:** South side of Fountain Ave. between Normandie and Vermont
2. **East:** West side of Vermont Ave. between Fountain and Santa Monica
3. **South:** North side of Santa Monica Blvd. between Normandie and Vermont

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4. ~~West:~~ East side of Normandie Ave. between Fountain and Santa Monica

**G. Neighborhood District 7 5: College Village**

1. ~~North:~~ South side of Santa Monica Blvd. between Normandie north side of 101 Fwy and west side of Vermont
2. ~~East:~~ West side of Vermont Ave between Santa Monica and Melrose north side of 101 Fwy
3. ~~South:~~ North side of Melrose Ave 101 Fwy between the 101 Fwy Santa Monica and west side of Vermont
4. ~~West:~~ East side of Normandie Ave. and 101 Fwy between Santa Monica and Melrose

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**H. Neighborhood District 8 3: Northeast HollySet Junction**

1. ~~North:~~ North side of Hollywood Blvd (from Vermont to Virgil) and Sunset Blvd. (from Virgil to Fountain) between Vermont and Fountain
2. ~~East:~~ West side of Hoover St. between Fountain and Santa Monica
3. ~~South:~~ North side of Santa Monica Blvd. between Vermont and Hoover
4. ~~West:~~ East side of Vermont Ave. between Hollywood and Santa Monica

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**I. Neighborhood District 9 6: Virgil Village North**

1. ~~North:~~ South side of Santa Monica Blvd. between Vermont and Hoover
2. ~~East:~~ West side of Hoover St. between Santa Monica and Normal north side of 101 Fwy
3. ~~South:~~ North side of Normal Ave 101 Fwy between Vermont and Hoover
4. ~~West:~~ East side of Vermont Ave. between Santa Monica and Normal 101 Fwy

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**J. Neighborhood District 10: Virgil Village South**

1. ~~North:~~ South side of Normal Ave. between Vermont and Hoover
2. ~~East:~~ West side of Hoover St. between Normal and Melrose
3. ~~South:~~ North side of Melrose Ave between Vermont and Hoover
4. ~~West:~~ East side of Vermont Ave. between Normal and Melrose

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**K. Neighborhood District 11: Four Streets/Dayton Heights**

1. ~~North:~~ South side of Melrose Ave between the 101 Freeway and Hoover
2. ~~East:~~ West side of Hoover St. between Melrose and the 101 Fwy
3. ~~South/West:~~ The 101 Fwy between Melrose and Hoover

The boundaries of the EHNC are set forth in Attachment A – Map of East Hollywood Neighborhood Council. ~~The boundaries of EHNC Districts are set forth in Attachment B- Map of East Hollywood Neighborhood Council Districts.~~

## ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to

those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

## ARTICLE V GOVERNING BOARD

**Section 1: Composition** – EHNC's Governing Board shall be comprised of eighteen (18) Board members over the age of 18 or over, otherwise stated. Any stakeholder is qualified to hold the representative seat for any geographic area in which he/she holds stakeholder status, unless specifically stated otherwise. A stakeholder may only run for one district seat at a time.

A. ~~Neighborhood District 1: Thai Town North~~ **Representative**

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B. ~~Neighborhood District 2: Thai Town South~~ **HollyMont Junction Representative**

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C. ~~Neighborhood District 3: Little Armenia West~~ **HollySet Junction Representative**

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D. ~~Neighborhood District 4: Kingsley Vista~~ **Little Armenia Representative**

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E. ~~Neighborhood District 5: Barnsdall College Village~~ **Representative**

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F. ~~Neighborhood District 6: Little Armenia East~~ **Virgil Village Representative**

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G. ~~Neighborhood District 7: College Representative~~ **Indigent Services Representative**

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H. ~~Neighborhood District 8: Northeast Representative~~ **Public Safety Representative**

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I. ~~Neighborhood District 9: Virgil Village North Representative~~ **Arts and Culture Representative**

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J. ~~Neighborhood District 10: Virgil Village South Representative~~

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K. ~~Neighborhood District 11: Four Streets/Dayton Heights Representative~~

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**J. Tenant Representative** - Any Stakeholder who rents housing and lives in the EHNC boundary area.

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**K. Property Owner Representative** - Any Stakeholder who owns residential or commercial real estate property in the EHNC boundary area.

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**L. Business Representative** - Any Stakeholder who owns or is an employee of a business in the EHNC boundary area.

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**M. Student Representative** - Any Stakeholder who attends school in the EHNC boundary area. Has to be over 18.

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**N. Youth Representative** - A youth member age sixteen (16) to eighteen (18) representing any Stakeholder category; if under age eighteen (18) cannot vote on budgetary actions; must be under eighteen (18) at time of nomination and may continue their term past their eighteenth birthday, but must resign his/her seat before his/her nineteenth birthday

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**O. Community Services Representative** - Any Stakeholder who is an affirmed member of a faith-based organization in the EHNC Boundary Area or is a staff or board member of a community-based, 501(c) 3 non-profit organization that provides services within the EHNC boundary area. 2 community services representatives. 1 faith-based representative and 1 nonprofit representative.

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**P. At-Large Representative** – Any Stakeholder. 2 at-large representatives.

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

**Section 2: Quorum** – Nine (9) members of the Board shall constitute a quorum.

Exceeding a quorum, in the event of a tie vote where the number of votes cast is even, any tie vote constitutes no action, and the matter shall be carried from agenda to agenda until the tie is broken, or until the Board determines to remove the item from the agenda.

If the EHNC lacks a sufficient number of Board members necessary to establish a quorum, then the EHNC shall adhere to the policy adopted by the Board of Neighborhood Commissioners regarding a loss of quorum then in effect.

**Section 3: Official Actions** – When the Board has attained at least a quorum, motions shall be carried by a majority of those Board members present and voting. A minimum of five (5) affirmative votes shall be required to carry any action or motion.

**Section 4: Terms and Term Limits** – Board members shall serve a two (2) year term commencing after being seated. Board members may only serve eight (8) consecutive years on the Board.

During his or her term, each Board Member shall maintain the stakeholder status upon which he or she was elected; otherwise he/she shall forfeit his/her seat.

**Section 5: Duties and Powers**

- A. The Board members shall have the power, in the name of the EHNC, to do and perform all acts and things appropriate to the general welfare of its Stakeholders and which are consistent with Article IX of the Los Angeles City Charter. No particular powers shall be held to be exclusive of, or a limitation of, the foregoing general grant of powers. The Board members shall: (1) Establish rules for its proceedings; (2) Cause a correct record of its proceedings to be kept; (3) Be involved in outreach activities for the Neighborhood Council; (4) Appoint such standing and ad-hoc committees as it deems necessary; and (5) Comply with the Public Record Act. (6) All must activate and utilize an EHNC e-mail.
- B. **No Political Activity.** Neither the EHNC nor any member purporting to speak for it shall endorse any candidate for public office or any political party. Membership rosters, sign-in sheets, contact lists or email distribution lists of the EHNC shall not be used for political, commercial, recruitment or any other activity not directly related to the EHNC.
- C. **Non-Discrimination.** The EHNC will encourage all Community Stakeholders to participate in all activities, and will not discriminate in any policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income or political affiliation.

**Section 6: Vacancies** – Any vacancy occurring in the Board shall be filled by appointment of the President with the approval of two-thirds (2/3) of the remaining Board members. All such Stakeholders appointed to the Board must meet and maintain the ~~status upon which~~ board position their predecessor was elected. Any person appointed to fill a vacancy shall serve for the remainder of the unexpired term. If a Board seat is vacated less than ninety (90) days before an election, there will be no need to fill the vacancy, unless the remainder of the Board fails to constitute a quorum. The appointed applicant's term shall be limited to the term for the vacated seat.

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**Section 7: Absences** – Any Member of the Board who is absent from three (3) consecutive Board meetings or five (5) total meetings in a fiscal year, unless excused by the ~~Board~~ presiding officer, must forfeit his or her seat. Any meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance.

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**Section 8: Censure** – Intentionally left blank.

**Section 9: Removal of Governing Board Members** – A Board member who has demonstrated behavior that is considered unbecoming or intentionally damaging to the functions of the EHNC is subject to removal from the Board with the approval of two-thirds (2/3) of the remaining Board members. The EHNC will consult with its legal advisor, the Office of the City Attorney, throughout the removal process.

**Section 10: Resignation** – A member of the Board who wishes to resign must submit a written statement of his/her resignation to the President and ~~Recording Secretary~~ Executive Committee in advance of the next meeting of the Board.

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**Section 11: Community Outreach** – The Board shall ~~establish procedures for~~ communicating with Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

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## ARTICLE VI OFFICERS

**Section 1: Officers of the Board** – The Officers of the Board shall be comprised of a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Corresponding Treasurer, who shall serve as the Executive Committee.

**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 (1) Prepare the agenda and preside over the meetings of the Board; (2) Sign official documents when the signature of the Board or President is required by law; (3) Be ~~an optional, a required~~ signatory for the EHNC on all funding matters; (4) Act as the official head of EHNC on official, public and ceremonial occasions; and (5) Lead delegations to citywide Neighborhood Council conventions and other events where representatives of the EHNC are required to be present.
- B. The **Vice-President** shall perform the duties of the President in the absence of the President or when designated by the President to fulfill such functions; fulfill the role of the Treasurer in the absence of the Corresponding Treasurer.
- C. The **Recording Secretary** shall: (1) Be responsible for recording and maintaining a full and true record of all the proceedings of the Board; and (2) File certificates and other documentation as may be required by law.

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D. The **Corresponding Secretary** shall: (1) Perform the duties of the Recording Secretary in the absence of Recording Secretary; (2) Post meeting notices as required by law and in such designated areas as specified in the Certification Application; and (3) Be primarily responsible for communication with the community, i.e. website.

E. The **Treasurer** shall: (1) Maintain the EHNC's book of accounts as prescribed by the Department and in compliance with Generally Accepted Accounting Principles (GAAP); (2) Submit account statements to the Department; (3) Be a required signatory for the EHNC on all funding matters; (4) Have charge and custody of and be responsible for all funds of the Board; (5) Receive and give receipts for money due and payable to the Board from any source; (6) Provide a financial report at all regularly scheduled Board Meetings, and at all other times as prescribed by the Board or in accordance with relevant laws and guidelines; (7) Coordinate with the Department for the preparation of an annual report; and (8) and perform all duties incident to the office of Treasurer.

F. The **Corresponding Treasurer** shall: (1) Perform the duties of the Treasurer in the absence of the Treasurer; (2) Provide assistance to the Treasurer in all administrative duties. The Corresponding Treasurer is required to complete the same training the Treasurer is expected to complete. ~~The Corresponding Treasurer serves as a non-voting seat in actions limited to the Executive Committee only.~~ (3) Be a required signatory for the EHNC on all funding matters.

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**Section 3: Selection of Officers** – At the first meeting following the confirmation of elections, the members of the Board shall select ~~annually~~ from amongst the members the Board Officers.

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~~**Section 4: Officer Terms** – The Officers shall serve one (1) year terms until their successors are selected. They may stand for reelection annually.~~

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## ARTICLE VII COMMITTEES AND THEIR DUTIES

All seated EHNC Board Members must join at least one committee and regularly attend.

**Section 1: Standing Committees** – The Standing Committees of the EHNC shall be chaired by a seated board member agendized by the presiding officer and shall include, but not be limited to the following:

A. **Executive Committee** (Officers of the Board) - Duties include, but are not limited to, overseeing and carrying on the day to day activities of the EHNC; assisting all Board Members in adhering to all mandates as prescribed by local, state and federal law.

- B. **Outreach Committee** - Duties include, but are not limited to, participating in community wide activities planned either by the Board or community organizations; formulating a quarterly plan on outreach activities, oversee all IT and electronic communication.
- C. **Budget and Finance Committee** - Duties include, but are not limited to, reviewing the annual budget and proposed expenditures; reporting to the Board on the EHNC financial status upon request, but no fewer than on an annual basis. Must be chaired by the Treasurer and co-chaired by Corresponding Treasurer. All funding requests made of EHNC must be presented and vetted by the Budget and Finance Committee. Budget and Finance must approve funding recommendation to the board.
- D. **Youth/Education Committee** - Duties include, but are not limited to, exploring activities for the betterment of the youth and advocating the issues of youth in EHNC. Student Representative and Youth Representative are required to be on the Youth and Education Committee.

~~E. **Planning and Entitlement Review Beautification Committee** - Duties include, but are not limited to reviewing planning department entitlement application and proposed zoning changes impacting the EHNC, ~~exploring and reviewing issues which affect the quality of life in EHNC.~~~~

F. Arts & Culture Committee- Duties include highlighting the diverse arts and culture of East Hollywood, connecting artists to the greater East Hollywood Community, and employing the arts for positive change in East Hollywood.

G. Business Committee- Duties include but are not limited to enhancing the business environment in order to create a connected community of residents, stakeholders, and business owners.

H. Public Safety- Duties include but are not limited to addressing community safety concerns and engaging appropriate police and city resources to combat criminal issues. It is recommended that the Public Safety Representative and Indigent Services Representative chair and co-chair the Public Safety Committee.

**Section 2: Ad Hoc Committees** – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

**Section 3: Committee Creation and Authorization** – Standing Committees are consistent and follow the guidelines of the Ralph M. Brown Act and may not comprise a majority of the number of quorum of Board Members. In accordance to Article I, Section 5, a committee may not have more than four (4) board members.

A minimum of one (1) Board member must chair or co-chair and serve as a liaison between each Standing Committee and the Board. Members of Standing Committees

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are to be appointed by the Board, but committee membership is not limited to Board members.

#### ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act shall be noticed and conducted in accordance with the Act.

**Section 1: Meeting Time and Place** – The Board shall hold regular meetings at such times as it shall fix by resolution, but in no event less than twice per calendar quarter. Special Board meetings may be called at any time by the President, or by a fifty (50) percent plus one (1) majority of Board members acting in accordance with the law.

**Section 2: Agenda Setting** – The President shall set the agenda for each EHNC meeting.

**Section 3: Notifications/Postings** – Notice of a regular meeting shall be a minimum of three (3) days seventy-two (72) hours in advance of the meeting with a 24 hour round the clock accessibility and at least one (1) day twenty-four (24) hours in advance of a special meeting with same posting requirements. At a minimum, notice shall be posted at the EHNC's five (5) public notice locations filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the EHNC maintains such a database. 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 be in compliance with the Brown Act.

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#### 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~~ funding allocation requirements.

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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~~ board member 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.

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F. The Council will not enter into any contracts or agreements except through the Department.

## ARTICLE X ELECTION

**Section 1: Administration of Election** – The EHNC'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~~ C. Stakeholders shall vote at-large to elect all positions.

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**Section 3: Minimum Voting Age** – All Stakeholders aged sixteen (16) and above shall be entitled to vote in the EHNC elections.

**Section 4: Method of Verifying Stakeholder Status** – Voters will verify their Stakeholder status through written self-affirmation.

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

**Section 6: Other Election Related Language** – Each candidate for ~~member of the Board of EHNC~~ the EHNC Board shall be a Stakeholder at the time of nomination for election ~~to the Board~~ board.

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## ARTICLE XI GRIEVANCE PROCESS

At the first regularly scheduled meeting after the election, a list will be ~~compiled~~ compiled of Stakeholders who wish to serve on a grievance panel pursuant to CF-13-1689, and such list will be updated on an annual basis. Any grievance by a Stakeholder must be submitted in writing to the Board. Within fourteen (14) days after receiving a grievance, the Corresponding 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. After hearing the grievance, the panel will discuss possible solutions and draft a recommendation for the Board. 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 of the Board, 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. The Board shall hear the grievance, the grievance panel's recommendation and shall either vote at that time on the matter or at the next regularly scheduled general meeting. A decision of the Board must be made within a sixty (60) day period.

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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 By-Laws.

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 resolution in accordance with the Plan for a Citywide System of Neighborhood Councils.

## ARTICLE XII PARLIMENTARY AUTHORITY

The Board shall comply with all requirements of the Ralph M. Brown Act. To the extent that any matter is not covered by the Brown Act or the Board's standing rules, then the meetings shall be conducted in accordance with ~~generally accepted parliamentary procedures.~~ the Rosenberg's Rules of Order.

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## ARTICLE ~~XII~~ XIII AMENDMENTS

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**A. Written Proposal.** Amendments, changes additions or deletions to these bylaws must be formalized in writing and then lodged with the Recording Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at the subsequent regular meeting of the EHNC.

**B. Effectuating Amendments.** A recommendation for amendment or adjustment of these Bylaws must be made by a 2/3rd majority vote of the Board, present and voting, not including abstentions-

**C. Filing with the Department.** Within thirty (30) days after a vote recommending adjustment or amendment to the bylaws, a Bylaw Amendment Application shall be submitted to the Department along with a copy of the existing and revised bylaws for review and approval by the Department all in accordance with the Plan. No amendment shall be final and/or implemented until approved by Department. All the amendments shall be final and or implemented unless rejected within thirty (30) days of submission to the Department.

#### **ARTICLE XIV COMPLIANCE**

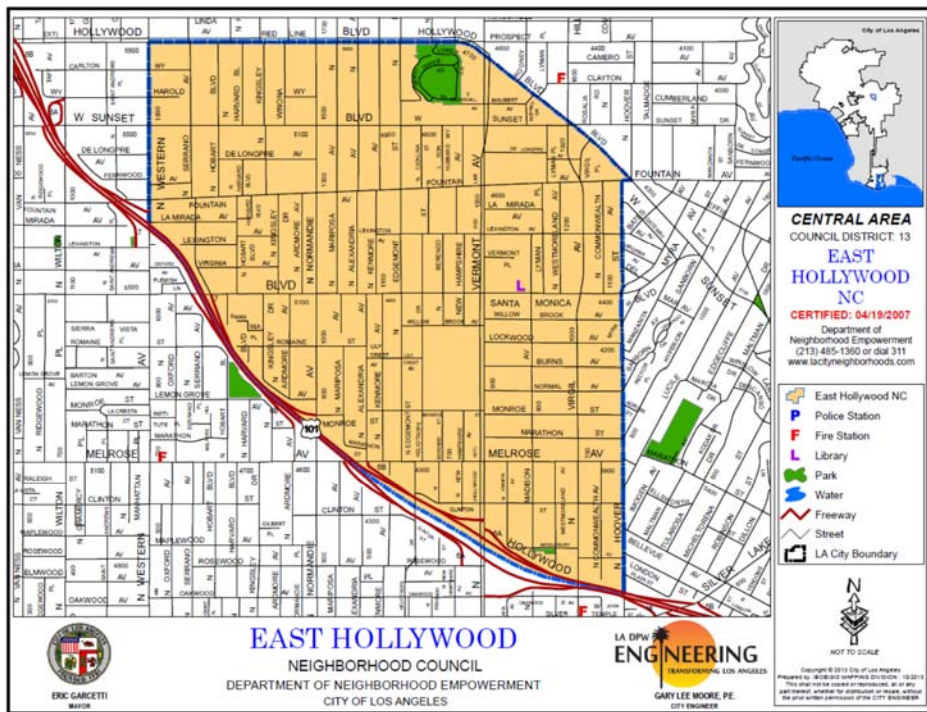
The EHNC, its representatives, and all Stakeholders shall refrain from violating the Brown Act and these Bylaws and shall be subject to any and all applicable federal, state and local laws.

**Section 1: Code of Civility** – The EHNC, its representatives and all Stakeholders will endeavor to conduct business in a professional and respectful manner. In addition, Board Members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

**Section 2: Training** – Members of the Board are mandated to attend all required trainings and expected to continue their personal growth and development with additional training or courses. In addition, all board members must take ethics and funding training prior to making motions and voting on funding related matters.

**Section 3: Self-Assessment** – The EHNC shall implement a plan for Self-Evaluation that may include, but not be limited to: establishing and monitoring internal and external processes and procedures that enhance the EHNC's effectiveness and using techniques and tools for evaluating, reviewing, planning, organizing, developing, implementing and assessing our Community's needs, issues and resources. The EHNC shall perform a self-evaluation by surveying community Stakeholders pursuant to the Plan. Results of the review shall be compiled and made public and submitted to the Department.

ATTACHMENT A – Map of East Hollywood Neighborhood Council



## ATTACHMENT B – Governing Board Structure and Voting

### East Hollywood Neighborhood Council – 18 Seats

BOARD POSITION	# OF SEATS	ELECTED or APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Neighborhood District 1: Thai Town North Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <del>18</del> years of age who is a resident of District 1 or who holds stakeholder status in District 1 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 2: Thai Town South HollyMont Junction Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <del>18</del> years of age who is a resident of District 2 or who holds stakeholder status in District 2 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 3: Little Armenia West HollySet Junction Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <del>18</del> years of age who is a resident of District 3 or who holds stakeholder status in District 3 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 4: Kingsley Vista Little Armenia Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <del>18</del> years of age who is a resident of District 4 or who holds stakeholder status in District 4 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 5: Barnsdall College Vista Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <del>18</del> years of age who is a resident of District 5 or who holds stakeholder status in District 5 by any other means.	Stakeholders who are at least 16 years of age.

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Neighborhood District 6: Little Armenia East, <del>Virgil Village</del> Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <u>18</u> years of age who is a resident of District 6 or who holds stakeholder status in District 6 by any other means.	Stakeholders who are at least 16 years of age.
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BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Neighborhood District 7: College <del>Indigent</del> Services Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <u>18</u> years of age who is a resident of District 7 or who holds stakeholder status in District 7 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 8: Northeast <del>Public Safety</del> Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <u>18</u> years of age who is a resident of District 8 or who holds stakeholder status in District 8 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 9: Virgil Village North <del>Arts &amp; Culture</del> Representative Term: 2 Years	1	Elected	Stakeholder who is at least 16 years of age who is a resident of District 9 or who holds stakeholder status in District 9 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 10: Virgil Village South Representative Term: 2 Years	4	Elected	Stakeholder who is at least 16 years of age who is a resident of District 10 or who holds stakeholder status in District 10 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 11: Four Streets/Dayton Heights Representative Term: 2 Years	4	Elected	Stakeholder who is at least 16 years of age who is a resident of District 11 or who holds stakeholder status in District 11 by any other means.	Stakeholders who are at least 16 years of age.

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Tenant Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <u>18</u> years of age who rents housing and lives in the EHNC boundary area.	Stakeholders who are at least 16 years of age.
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BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Property Owner Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <u>18</u> years of age who owns residential or commercial real estate property in the EHNC boundary area.	Stakeholders who are at least 16 years of age.
Business Representative Term: 2 Years	1	Elected	Stakeholder who is at least <del>16</del> <u>18</u> years of age who owns or is an employee of a business in the EHNC boundary area.	Stakeholders who are at least 16 years of age.
Student Representative Term: 2 Years	1	Elected	Stakeholder who is at least 16 years of age who attends school in the EHNC boundary area.	Stakeholders who are at least 16 years of age.
Community Services Representative Term: 2 Years	<del>1</del> <u>2</u>	Elected	Stakeholder who is at least <del>16</del> <u>18</u> years of age who is an affirmed member of a faith-based organization in the EHNC boundary area or is a staff or board member of a community-based, 501c 3 non-profit organization that provides services within the EHNC boundary area.	Stakeholders who are at least 16 years of age.

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Youth Representative Term: 2 Years	1	Elected	Stakeholder who is at least 16 years of age who is aged 16-18 representing any stakeholder category; must be under 18 at the time of nomination and may continue his or her term past their 18 <sup>th</sup> birthday but must forfeit their seat before his or her 19 <sup>th</sup> birthday.	Stakeholders who are at least 16 years of age.
At-Large Representative Term: 2 Years	<del>1</del> 2	Elected	<del>Stakeholders who are at least 16, 18</del> years of age.	<del>Stakeholders who are at</del> least 16 years of age.

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In the past year, a number of new policies and procedures have been implemented to improve the Neighborhood Council system. This worksheet provides information on the issues that affect your Neighborhood Council’s bylaws and elections and requests clarification from your board on the matters. **Please take Board action to confirm the information and to provide the additional information needed to update your bylaws and election procedures. The Board may choose to make changes to the checked items, which will supersede any conflicting bylaws language. We will then update the bylaws accordingly. The defaults shall take effect if the information on the worksheet is not provided to the Department of Neighborhood Empowerment (Department) by June 1, 2015.** Please email this completed form to: [NCsupport@empowerla.org](mailto:NCsupport@empowerla.org) Contact the Neighborhood Council Support Helpline at (213) 978-1551 if you have any questions.

**EAST HOLLYWOOD NEIGHBORHOOD COUNCIL**

1. **Article V - Governing Board, Section 3: Official Actions** – Please clarify how your board takes official action and treats abstentions. This would not affect different voting requirements for other sections of the bylaws that required a different vote, e.g. 2/3 vote for bylaw amendments, board removal, etc.

- Simple majority vote by the board members present and voting, including abstentions, which act as a “yes” vote (**default**)
- Simple majority vote by the board members present and voting, not including abstentions
- Simple majority vote by the board members present, including abstentions, which act as a “yes” vote
- Simple majority vote by the board members present, not including abstentions

The Department recommends “present and voting, including abstentions, which act as a “yes” vote” for the board count because board members who are ineligible to vote on items because of age or training/Code of Conduct requirements would not be counted towards the total number of votes needed to take action, and abstentions would be treated in the same way City Council treats abstentions. Please see Neighborhood Council Voting Facts handout for more information on voting.

2. **Article VIII - Meetings, Section 3: Notifications/Postings** – The Board of Neighborhood Commissioners (Commission) passed a posting policy reducing posting locations from 5 to 1 location with 24 hour visibility if a Neighborhood Council has a website. If a Neighborhood Council doesn’t have a website, they must maintain 5 physical posting locations. Neighborhood Councils with websites may still choose to maintain their 5 or more physical posting locations.

**Defaults** – Neighborhood Councils with a website will default to 1 physical posting location. Neighborhood Councils without a website will default to 5 physical posting locations.

We have a website and will have 1 physical posting location at: \_\_\_\_\_  
 \_\_\_\_\_

We  have/  do not have a website and will maintain our 5 physical posting locations at:

1. 24 hour location – \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

If your Neighborhood Council posts to more than 5 locations, please use a separate sheet of paper to list the other locations.

3. **Article XI – Grievance Process** – The City Council passed CF 13-1689 establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of panelists. These panelists will review grievances and election challenges. Please submit your appointment:

**Default** is the President or Chair of the Neighborhood Council.

Name: \_\_\_\_\_  Board member  Stakeholder

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please note that any language in your grievance process in conflict with the new grievance ordinance will be removed.

4. **Article XIV – Compliance, Section 1: Code of Civility** - The Commission passed a Neighborhood Council Board Member Code of Conduct Policy, and the following language will be added to this section in addition to any other Neighborhood Council requirements. “Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.”

5. **Article XIV – Compliance, Section 2: Training** - The Department requires board members to take ethics and funding training **prior to voting** on funding related items. There is no grace period for board members to take these trainings. The following language will be added to this section in addition to any other Neighborhood Council requirements: “All board members must take ethics and funding training prior to making motions and voting on funding related matters.”

## ARTICLE X - ELECTIONS

### Online and Telephone Voting

Neighborhood Councils will have the opportunity to add online and telephone voting to their 2016 elections at no additional cost to increase the convenience of voting for their stakeholders via computer, tablet, smart phone or regular touch tone phone. We have funding for 50 Neighborhood Councils to participate in this opportunity for the 2016 elections. A physical polling location will still be available on the day of the election. There will be a follow up election stipulation worksheet sent to Neighborhood Councils after July 1, 2015 to lock down polling locations, translation and election timelines.

6. Your Neighborhood Council verifies its voters via SELF-AFFIRMATION and will automatically HAVE the online and telephone voting options added to your 2016 elections unless the board votes not to include online voting. Please select one:

- We want online voting with self-affirmation voter verification (**default**)
- We want online voting with documentation voter verification
- We want self-affirmation voter verification and no online voting
- We want documentation voter verification and no online voting

**Note:** With self-affirmation voter online and telephone voting, your voters will be asked to affirm their stakeholder type and voting address prior to voting online. With voter documentation online and telephone voting, your voters must still be verified with documentation by City trained personnel (homeless voters will have a special verification process) prior to receiving a security code to vote online.

7. **Telephone voting** requires a lot of work in creating and recording scripts. You may choose to eliminate the telephone voting option if you believe your community will not use it. The **default** will be to HAVE it if you have chosen online voting.

- We do not want telephone voting
- Not Applicable

8. **Vote-by-Mail** (for self-affirmation voters only) will be eliminated with online voting though we are exploring the possibility of having a voter request only vote-by-mail paper ballot for those Neighborhood Councils with online voting.

If your Neighborhood Council is choosing online voting, would you be interested in voter request only vote-by-mail paper ballots?  Yes  No (**default**)  Not Applicable

9. Board Vote Structure

Please review Attachment B of your bylaws to see if your board voting structure is correct. Changes to the number of seats, except for an addition of a Community Interest At-Large seat, requires the board to fill out and submit a Bylaw Amendment Application **by May 1, 2015** for Commission review. Please select one:

- Maintain the current board voting structure (**default**)
  - Change the board voting structure to have the Community Interest stakeholder run and vote for one At-Large seat
  - Other: \_\_\_\_\_
- 
- 

10. Candidate Filing Requirements

During the 2016 Neighborhood Council Elections Town Halls, board members suggested that candidates have an understanding of the Neighborhood Council system and the elections process prior to filing. We are polling Neighborhood Councils for their feedback so please answer the following question:

Should Neighborhood Council candidates be required take a 5-10 minute video training (produced by the City) about the Neighborhood Council system and their responsibilities as a candidate during the election process prior to completing their registration?  Yes  No (**existing**)

11. Elected Board Members Seating Period

After the 2014 elections and during the 2016 Neighborhood Council Elections Town Halls, board members suggested that instead of the current staggering seating of newly elected board members, everyone is seated on July 1<sup>st</sup>. This was to minimize transition issues. Other board members stated that July 1<sup>st</sup> was too long, and they would end up with lame duck boards for several months. We are polling Neighborhood Councils for their feedback so please select one:

- Keep the current staggered seating of the board (**existing**)
- All board members should take office on July 1<sup>st</sup>.
- Board members should be seated together based on their region and election month, e.g. March elections will all seat together on May 1<sup>st</sup>, April elections will all seat together on June 1<sup>st</sup>, May elections will all seat together on July 1<sup>st</sup>.

**DECLARATION**

I, the person authorized by the above-named Neighborhood Council to execute this Administrative and 2016 Election Procedures Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachments was approved as an official action of the Board per the Neighborhood Council's bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document.

Date of Board Action: \_\_\_\_/\_\_\_\_/\_\_\_\_

Board Vote: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Abstentions

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_