

CITY OF LOS ANGELES

HOLLYWOOD STUDIO DISTRICT NEIGHBORHOOD

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Homer Alba
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Mark Ayes
Vacant 1
Vacant 2
Vacant 3

5500 Hollywood Blvd. #406
Los Angeles, CA 90028
admin@hdsnc.org
www.hdsnc.org

HOLLYWOOD STUDIO DISTRICT NEIGHBORHOOD COUNCIL (HSDNC)

Monday, May 11th, 2015, 6:30 p.m.

Mayer Building – Gallery Space on 1st Floor
5500 Hollywood Blvd, Los Angeles, CA 90028

HSDNC BOARD MEETING AGENDA

Items are listed for reference only and may be discussed out of order

1. **Meeting called to order**, welcome remarks by Chair **6:30**
 - Comment on conduct of Board Members and Stakeholders
 - Introduction of stakeholders/visitors (voluntary)
2. **Roll Call**
3. **Approval of Minutes** for January 12th, February 9th and March 11th HSDNC Board Meetings
4. **Public Comments** on Non-Agenda items (2 min. per)
 - a. **City & Government Entities (CD 13 etc.)**
 - b. **LAPD**
 - c. **General Public**
5. **BYLAWS & ELECTIONS Committee** – Orletha **6:50**
 - a. Discussion and Action/Vote to approve proposed changes and amendments to the HSDNC Bylaws put forth by the HSDNC Bylaws Committee and to be submitted to DONE/EmpowerLA for final approval

PLEASE SEE ATTACHED FULL COPY OF THE HSDNC BYLAWS WITH PROPOSED CHANGES INCORPORATED (Complete copies of both the Current Bylaws and the proposed amended Bylaws will be provided at the meeting and Online)
 - b. Discussion and Possible Action/Vote on any other changes to HSDNC Bylaws suggested during the meeting for incorporation into the final version prior to submitting to DONE/EmpowerLA.
 - c. Discussion and Possible Action/Vote on any other items/forms required to be submitted to DONE along with the revised HSDNC Bylaws or any items related to the implementation of the revised Bylaws.

6. **PLUM Committee** 7:20
Update & Introduction – Ed & Doug
- a. **Discussion and Possible Action regarding the Palladium Residences at 6201 Sunset Blvd.** Composed of 731 residential units and 24,000 sqft of retail space in two (2) 28-story skyscrapers 350ft in height. This would create a total of 864,000 in new square footage. **Developer is asking for a letter of support.**
- Proposed project includes the historic Hollywood Palladium Theatre. Developer stated intention to preserve the theatre (currently negotiating with Hollywood Heritage) and function, including designation as an Historical Cultural Monument (Los Angeles landmark).
- Proposed changes to current permitted zoning:
- *An Amendment to the General Plan*
 - *A Zone Change*
 - *A Height District Change from 1VL (maximum 45ft height) to 2D (350Ft)*
 - *A Conditional Use Permit to allow averaging across multiple parcels to alter the Floor Area Ratio (FAR) from 10.6: 1 to 6.0:1*
 - *Conditional Use Beverage Permits for on and off sight alcohol consumption*
 - *Certification of Environmental Impact Report*
- b. **Discussion of setback exemption/entitlement granted to the developer of 5750 Hollywood and its implications to the HSDNC section of Hollywood Blvd.** (the dedication was granted in Phase 1 of this piecemeal entitlement process. The developer requested FAR is 3.6:1. and may translate to 6,678 ADDITIONAL square feet that the developer can legally construct some combination of retail or apartment/condo units.
- c. **Presentation, Discussion and Possible Action to Approve HSDNC PLUM Committee 'Guidelines' for review of applications and for use as a general reference source for the Committee, Applicants, Stakeholders and the Community with regard to consideration of Projects that will come before HSDNC.**
Pursuant to and in accordance with Article VII, Section 3, Parts A-F. of the HSDNC Bylaws, the Board is to review and consider two (2) 'guidelines' for possible approval:
- i/ The 'Proposed Committee Composition and Standard of Review' (44 pages)
 - ii/ The 'Development Criteria Basic Check-List & Application Requirements' (4 pages)
- d. **Discussion and Possible Action regarding Approval/Reconfirmation of new and/or Current PLUM Committee members per Article VII, Section 3, Parts A-F of the HSDNC Bylaws** (no more than 5 Board Members can be on a committee)
7. **OUTREACH Committee** - Don & Aaron 8:10
- a. **Discussion and Update regarding last committee meeting**
- b. **Discussion and Possible Action regarding Approval/Reconfirmation of new and/or Current Outreach Committee members per Article VII, Section 3, Parts A-F of the HSDNC Bylaws** (Only 5 Board Members are allowed on a committee)
- c. **Discussion and Possible Vote to approve up to \$1,000 to purchase 30 folding chairs to be used at HSDNC meetings and events.**
- d. **Discussion and Vote to approve an additional \$200 for Veracity WordPress Import service to import events calendar from current site to the new NationBuilder site.** (Funds were previously approved for the blog only. Veracity charges \$200 per blog up to 500 posts, however, news and calendar are considered two separate blogs)

- e. Discussion and Possible Vote to approve up to an additional \$250 to purchase 4 large folding tables to be used at HSDNC meetings and events.
 - f. Discussion and Possible Vote to approve \$235 towards the purchase of Pens with The HSDNC Logo as SWAG for promoting the NC
 - g. Motion (Discussion and Vote) to approve up to \$4000 towards the HSD Victory Garden Parkway . This project is for sustainable beautification and bounty lining our neighborhood streets. The Outreach Committee will engage local non-profits and will include a stepping stone bearing our HSD logo on each installed parkway – Christian and Dan Fujiwara
 - h. Motion (Discussion and Vote) to approve up to \$3000 for Fountain Community Gardens to repair several broken garden plots. Funds will go towards materials as well as community outreach for volunteers.
 - i. Discussion and Possible Action/Vote to approve alternate new space for Outreach Meetings
8. **Budget and Finance** – Paul & Bill 8:40
a. **Status and Update**
9. **Discussion and Possible Vote regarding acquiring a possible alternate space for HSDNC Board Meetings while the Gallery Space at the Mayer Building (5500 Hollywood Blvd.) is under construction (if another is not able to be made available by ABS)**
10. **Discussion and Possible Action/Vote to sponsor and support a Renters & Owners Clinic at Lemon Grove Park by the Coalition for Economic Survival in possibly June** (Clinic would deal with Renter and Owner rights as well as things like the RSO and the Ellis Act and would be in Spanish and English) - Bill
11. **Discussion and Possible Vote to approve \$132 (\$66/each) for HSDNC business cards for Mark Ayes and Ed Hunt (PLUM co-Chair)**
12. **New Business**
13. **Announcement of next regularly scheduled Board Meeting – Monday, May 11th, 2015 @ 6:30PM - and open request for agenda items and calendar events**
14. **Adjournment** 9:30

The public is requested to fill out a "**Speaker Card**" to address the Board on any agenda item before the Board takes an action. Public comment is limited to two (2) minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. The public may comment on a specific item listed on this agenda when the Board considers that item. When the board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is within the Board's jurisdiction.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting may be viewed at the scheduled meeting or by prior arrangement by contacting the HSDNC at admin@hsdnc.org . In addition, anyone who would like a copy of any record related to an item on the agenda; please contact the HSDNC at email address above. The Hollywood Studio District Neighborhood Council will announce the location, day and time for its regular meetings and may also call any additional required special meetings in accordance with it Bylaws and the Brown Act. The agenda for the regular and special meetings is posted for public review online and at the following community location: Lemon Grove Park, 4959 Lemon Grove

Community Impact Statements: any action taken by the board may result in the filing of a related Community Impact Statement.

The Hollywood Studio District Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Hollywood Studio District Neighborhood Council will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting HSDNC by an e-mail that states the accommodations that you are requesting to chair@hsdnc.org

HOLLYWOOD STUDIO DISTRICT NEIGHBORHOOD COUNCIL

Contact info: www.hsdnc.org

5500 Hollywood Boulevard #406, Los Angeles, CA 90028 – Email: admin@hsdnc.org

Department of Neighborhood Empowerment

200 N. Main Street, Rm. 2005, Los Angeles, CA 90012

Tel: 213.978.1551 - TOLL-FREE: 3-1-1 - FAX: 213.978.1751

E-MAIL: NCSupport@lacity.org - www.EmpowerLA.org

To subscribe to the City's Early Notification System, please go to:

<http://www.lacity.org/SubMenu/ENSEarlyNotificationSystem/EarlyNotificationSystem/index.htm>

Under "Subscriptions", click on "[Neighborhood Council Subscriptions](#)" and follow the simple instructions that follow to subscribe.

REVISIONS INCLUDED BELOW IN REDLINE

**BYLAWS OF THE
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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 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;
6. To have fair, open, and transparent procedures for the conduct of all Council business, and
7. To communicate with all of its Stakeholders on a regular basis in a manner that shall ensure information is disseminated in a 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.

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Section 1: Boundary Description

The boundaries about 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 Neighborhood Council.

Section 2: Internal Boundaries

The Council area shall be divided into seven (7) neighborhoods ("Neighborhood"). Each Neighborhood shall be defined as:

A. Selma/LaBaig:

- 1. **NORTH:** The south side of Hollywood Boulevard between El Centro Avenue and the 101 Freeway
- 2. **SOUTH:** The north side of Sunset Boulevard between El Centro Avenue and the 101 Freeway
- 3. **EAST:** The west side of the 101 Freeway between Hollywood Boulevard and Sunset Boulevard
- 4. **WEST:** The east side of El Centro Avenue between Hollywood Boulevard and Sunset Boulevard

B. Northeast:

- 1. **NORTH:** The south side of Hollywood Boulevard between the 101 Freeway and Western Boulevard
- 2. **EAST:** The west side of Western Avenue between Hollywood Boulevard and the 101 Freeway
- 3. **SOUTH/WEST:** The east side of the 101 Freeway between Hollywood Boulevard and Western Avenue

C. KTLA/Sunset Bronson:

- 1. **NORTH:** The south side of Sunset Boulevard between El Centro Avenue and Van Ness Avenue
- 2. **SOUTH:** The north side of Santa Monica Boulevard between El Centro Avenue and Van Ness Avenue
- 3. **EAST:** The west side of Van Ness Avenue between Sunset Boulevard and Santa Monica Boulevard
- 4. **WEST:** The east side of El Centro Avenue between Sunset Boulevard and Santa Monica Boulevard

D. Paramount/HollyForever:

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Section 1: Composition

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

1. Four (4) Property Owner Seats:

These seats shall be open to any Stakeholders 18 years of age or older who owns real property within the boundaries of the HSDNC. Responsibilities shall include, but not be limited to: acting as a liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of all real property owners as possible within the Council boundary area. Other duties may be prescribed as needed by the Board.

2. Five (5) Business Seats:

These seats shall be open to any Stakeholders 16 years of age or older who are owners or employees, of any business, service organization, educational entity, faith-based organization, environmental organization, or other similar type of entity, whether for profit or not-for-profit, primarily operating within the boundaries of the Council. Responsibilities shall include, but not be limited to: acting as a liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of all Business Seat stakeholders as possible within the Council boundary area. Other duties may be prescribed as needed by the Board.

3. Four (4) At-Large Seats:

These seats shall be open to any Stakeholder 16 years of age or older. Responsibilities shall include, but not be limited to: acting as a liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array of all Community Stakeholders as possible within the Council boundary area. Other duties may be prescribed as needed by the Board.

4. Seven (7) Neighborhood Seats:

There shall be one seat for each of the seven Neighborhoods, each seat shall be open to any Stakeholder 16 years of age or older who lives within that Neighborhood. Responsibilities shall include, but not be limited to: acting as a liaison, reporting on issues, assisting with outreach, distributing periodic announcements, exchanging information, and encouraging participation of the broadest array as possible of all Stakeholders within the Neighborhood they represent. Other duties may be prescribed as needed by the Board.

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 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

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A quorum shall be eleven (11) Board Members. No floating quorums are allowed.

Section 3: Official Actions

A simple majority vote by the Board Members whom are 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. There shall be no term limits.

Section 5: Duties and Powers

The primary duties of the Board Members shall be to (a) govern the Council and to carry out its objectives; (b) attend and participate in Board Meetings; (c) attend, participate and join at least one of the Council's Standing Committees; (d) assist with outreach to the community including attending the Council's outreach events as well as other community events; and (f) 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 Chairperson and/or his/her designee.
- B. Any stakeholder interested in filling a vacant seat shall also present themselves at a Bylaws, Selection, and Elections Committee meeting to receive a formal recommendation to the Board. During the meeting, the committee shall ensure that the applicant meets the criteria for the vacant seat; a vacancy may be filled by any at-large candidate if a Stakeholder who meets the criteria does not submit an application.
- C. Bylaws, Selection, and Elections Committee Chair shall compile all recommendations and submit them to the Chairperson of the Board prior to the next Board Meeting.
- D. The Chairperson and his/her designee shall forward the names of all applicants to the Board.
- E. The Board shall by a majority vote of Board Members present fill the position; however, a minimum of 10 votes in favor of the Stakeholder candidate is required for approval.
- F. When such process fills a vacant seat, the newly appointed Board Member shall serve only the remaining portion of the term specified for the seat and the seat shall be filled only until the term expires.
- G. 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.

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H. When a vacancy is announced, a minimum of twenty-five (25) days of outreach shall occur prior to filling the vacancy. If a vacancy is to be filled according to Provision B above, with an at-large stakeholder, then the Board shall conduct an additional thirty (30) days of outreach from the date the vacancy was announced. Notwithstanding the above, the Board may approve new members without first having them present themselves at the Bylaws, Selection, and Election Committee until the Committee Chair and enough Committee Members to obtain quorum have been officially approved by the Board.

Section 7: Absences

An absence shall be defined as a Board Member's failure to be present for at least 50% of any Board Meeting. A Board Meeting shall be defined as any meeting of the Board which is scheduled and noticed as per the Brown Act.

A Board Member may be removed from the Board for two (2) consecutive un-notified absences or a total of five (5) absences in a calendar year.

In the event a Board Member meets the requirements for removal, the Chairperson or their designee shall send a letter, by certified mail, to the Board Member notifying them that their seat has been vacated, and announce at the next meeting that this action has been taken. No Board action is required to authorize/approve this step, and funds for the mailing shall come from the approved budget for operations.

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 Board Meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal

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 Chairperson or designee shall place the matter on the agenda of the next Board Meeting.

The Board Member who is the subject of the removal action will be allowed to speak to the Board, at the Board 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 Chairperson or designee. An announcement of the resignation shall be made at the next Board Meeting and at that time the position shall be determined to be vacant.

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Section 11: Community Outreach

All members of the Council shall actively participate in outreach to inform and educate Stakeholders as to the existence and activities of the Council and 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, 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 Board Meetings regarding its efforts and accomplishments. Every Board Member must participate in two (2) outreach events per year.

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 be responsible for the following:

1. Preside at all Council Meetings and ensure the meeting stays on time and topic
2. Setting the agenda
3. Delegating additional duties to Board Members
4. Keeping the Board Members informed of all relevant information received

B. The Vice Chairperson shall be responsible for the following:

1. Serve in the place of the Chairperson in their absence
2. Collect relevant information for future meeting agenda items relay to Chairperson
3. Monitor the time during the meeting

C. The Secretary shall be responsible for the following:

1. Taking minutes of the meeting, minutes shall include motions and votes, but shall not be a transcription
2. Keeping records minutes from all meetings
3. Ensuring each meeting is recorded either via audio or video
4. Distributing the minutes of each meeting both draft and final

D. The Treasurer shall be responsible for the following:

1. Maintaining the records of the Council's finances and the books of all the Council's accounts in accordance with the Council's Financial Management Plan and the Department's policies and procedures
2. Comply with all requirements of the Bylaws Article IX – Finances

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 Officers consisting of Chairperson, Vice Chairperson, Treasurer and Secretary.

Section 4: Officer Terms

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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 Committees 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, Selection, and Election, Budget and Finance, Planning and Land Use Management, 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** – Any individual, Board Member or Stakeholder, serving on a committee shall be a Committee Member. Committee Members shall be appointed by the Committee Chair, and ratified by the Board. Standing Committees shall be comprised of a minimum of three (3) and no more than five (5) Board Members and may include all interested Stakeholders. Quorum for Standing Committees shall be three (3), or 50% plus 1 of the number of Committee Members, whichever is greater.

Ad Hoc Committees shall be comprised of a minimum number of one (1) and no more than (5) Board Members and may include all interested Stakeholders. Quorum for Ad Hoc Committees shall be 50% plus one (1) of the number of Ad Hoc Committee Members.

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Any Committee Meeting expecting six (6) or more Board Members to be present must be noticed as a joint Board Meeting and Committee Meeting. The meeting shall be conducted only as a Committee Meeting and all items that need full Board approval must be properly agendaized and action taken at the next regular Board Meeting. The purpose of the joint notice shall be solely to notify stakeholders that a quorum of a quorum of Board Members may be present at the Committee Meeting.

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- C. **Committee Appointment** – All Committee Chairs shall be appointed by the Board. The Committee Chairs shall keep a written record of Committee Meetings and shall provide reports on committee matters to the Board at all regular Board Meetings. Committee Chairs are not required to be Board Members.

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- 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. Minutes shall be a record of motions and votes, but shall not include a full transcription.

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- E. **Changes to Committees** – The Board may establish, disband or make changes as needed to any Standing Committee or Ad Hoc Committee.

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

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ARTICLE VIII – MEETINGS

All Board Meetings and Committee Meetings, collectively "Meetings," as defined by the Ralph M. Brown Act, California Government Code Sections 54950.5 et seq. ("Act"), 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 Board Meetings shall be established by the Board at its first Board Meeting of each calendar year.

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- A. **Regular Meetings** – Regular 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.

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- B. **Special Meetings** – The Chairperson or a majority of the Board shall be allowed to call a Special Meeting as needed. A Special Meeting shall be a Meeting which is not on the calendar established by the Board at the first Board Meeting of the calendar year.

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Section 2: Agenda Setting

Agendas for Meetings shall be set by a process:

- A. Agendas for all 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.
- B. In addition, Board Members may submit in writing to the 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.
- C. A request for the inclusion of an agenda item on an agenda does not guarantee its placement on an agenda.
- D. The Chairperson 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.
- E. The 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. All 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 Regular 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 (Commission) policy. 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 Meeting. 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 Regular 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 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

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that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, and federal laws. The Treasurer may request authorization from 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 Council's 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 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. All funding requests for non-operational expenses shall first be presented to the Budget and Finance Committee to obtain a recommendation to the Board; the Board shall not take action on any request for non-operational funding without a formal recommendation from the Budget and Finance Committee. 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.

G. The Council agrees to comply with all financial accountability requirements as specified in the 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.

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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 Board during a single election cycle.

Section 6: Other Election Related Language

The Board shall select a Parliamentarian from among the existing Board Members who are not an Officer of the Board, 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 Regular 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 Regular Meeting.
- C. At the following Regular Meeting, the 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 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 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 Secretary will add the grievance panel's recommendation to the agenda of the next Regular 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.
- H. 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.
- I. A decision of the Board must be made within a ninety (90) day period from the time the grievance is filed.
- J. 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.
- K. In the event that a grievance cannot be resolved through this grievance process, then the matter

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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 Meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or 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.
- B. A proposal to amend these Bylaws must be reviewed by the Bylaws, Selection, and Election Committee and then be formalized in writing and submitted to the 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 Regular Meeting.
- D. Amendment or adjustment of these Bylaws must be made by a minimum vote of eight (8) in favor of the amendment and a minimum of twelve (12) Board Members present at the Board Meeting. Thereafter, and within thirty (30) days, a Bylaws 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 Bylaws 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 as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the 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.

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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 the time period requirements of the Department upon seating, or they will lose their Council voting rights.

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Section 3: Self Assessment

Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Property Owners Seats Term: 2 Years	4	Elected	Stakeholders who own <u>real property</u> within the HSDNC and are 18 years or older.	Stakeholders who live, work, or own property in the HSDNC and affirm a factual basis for it and are 16 years or older.
Business Seats Term: 2 Years	5	Elected	Stakeholders who <u>are owners or employees of any business, service organization, educational entity, faith-based organization, environmental organization, or other similar type of entity whether for profit or not-for-profit primarily operating within the HSDNC and are 16 years or older.</u>	Stakeholders who live, work, or own property in the HSDNC and affirm a factual basis for it and are 16 years or older.
Residential <u>Neighborhood Seats</u> Term: 2 Years	7	Elected	<u>There shall be one seat for each of the seven neighborhood districts open to any stakeholder 16 years of age or older who lives within that neighborhood district.</u>	Stakeholders who live, work, or own property in the HSDNC and affirm a factual basis for it and are 16 years or older.
At-Large <u>Seats</u> Term: 2 Years	4	Elected	<u>These seats shall be open to any stakeholder 16 years of age or older.</u>	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.

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