

**PROPOSED NEIGHBORHOOD COUNCIL  
BYLAWS TEMPLATE LANGUAGE**

**JUNE, 2010**

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*All language, except those sections marked in the Table of Contents with an asterisk, is sample language for those NCs who do not wish to use their existing bylaw language and would like alternative language. The language marked with an asterisk is suggested mandated language.*

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## ARTICLE I NAME, PURPOSE, BOUNDARIES, MEMBERSHIP

**Section 1: Name of the Council** - The name of this Neighborhood Council shall be the [fill in name] Neighborhood Council ("Council").

**Section 2: Principles of Governance** - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

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

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

b. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. To encourage all Community Stakeholders to participate in activities of the Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

**Section 3: Boundaries** - The Council covers a geographic area described below.

a. **Boundary Description** - The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation: *[Using Northridge South NC Boundaries as an example]*

1. **North** - Nordhoff Street from Winnetka Avenue to Corbin Avenue, then Nordhoff Way from Corbin Avenue to Nordhoff Street, then continuing on Nordhoff Street again to the flood control channel (Bull Creek) between Petit Avenue and Hayvenhurst Avenue;

2. **East** -The Bull Creek flood control channel from Nordhoff Street to Roscoe Boulevard;

3. **South** - Roscoe Boulevard from the Bull Creek flood control channel between Hayvenhurst Avenue and Roscoe Place to Louise Avenue, then Louise Avenue from Roscoe Boulevard to Saticoy Street, then Saticoy Street from Louise Avenue to White Oak Avenue, then White Oak Avenue from Saticoy Street to Roscoe Boulevard, then Roscoe Boulevard from White Oak Avenue to Corbin Avenue; and

4. **West** - Corbin Avenue from Roscoe Boulevard to Parthenia Street, then Parthenia Street from Corbin Avenue to Winnetka Avenue, then Winnetka Avenue from Parthenia Street to Nordhoff Street.

b. **Internal Boundaries** *[if applicable]*

c. **Map** - The boundaries of the Council are set forth on the Map of the *[fill in name]* Neighborhood Council Boundaries, attached as Addendum A.

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

## ARTICLE II GOVERNING BOARD

The Board of Directors (hereinafter "the Board") shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan.

**Section 1: Composition** - The Board shall consist of [fifteen (15)] Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows: [sample]

1. **Homeowner Stakeholder Board Members (3)** – Open to Stakeholders 18 years of age or older who owns a residence is located within the NC boundaries.
2. **Renter Stakeholder Board Members (3)** – Open to Stakeholders 18 years of age or older who rent a residence located within the NC boundaries.
3. **Business Stakeholder Board Members (2)** – Open to Stakeholders 18 years of age or older who work or own a business or business property within the NC boundaries
4. **Organizational Stakeholder Board Members (2)** – Open to Stakeholders 18 years of age or older who participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries.
5. **Senior Stakeholder Board Member (1)** – Open to Stakeholders 65 years of age or older.
6. **Youth Board Member (1)** – Open to Stakeholders between the ages of 16 and 25. If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts
7. **At-Large Stakeholder Board Members (3)** – Open to Stakeholders at least 18 years of age.

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

**Section 2: Terms and Term Limits** - Board members shall serve a:  two (2)  four (4) year  \*four year staggered term commencing after being seated. There are:  no term limits.  Beginning in 2010, Board members may only serve [insert number] consecutive years on the NC Board.

\*Description of Staggered terms.

**Section 3: Duties and Powers** - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

**Section 4: Vacancies** – Vacancies on the Board shall be filled using the following procedure [*sample*]:

- a. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Secretary.
- b. The Secretary shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- c. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.
- d. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- e. In no event shall a vacant seat be filled where a general election is scheduled to occur within 60 days of the date that a written application is presented to the Board.

**Section 5: Absences** - Any Board Member who misses \_\_\_ regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, optionally, \_\_\_ total Governing Board Meetings during any 12-month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, [*select one*]  the Council Presiding Officer shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant. OR  the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

**Section 6: Censure** - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board

member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

**Section 7: Removal of Governing Board Members** – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

1. **Petition by Stakeholders**– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of  fifty (50) OR  [*insert number*] Stakeholders.

a. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

b. Removal of the identified Board member requires a  majority of the attending Board members (default) OR  a two-thirds (2/3) majority of the attending Board Members.

c. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

2. **Petition by Board** - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least  three (3) OR  [*insert number*] Board members.

a. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

b. Removal of the identified Board member requires a  majority of the attending Board members (default) OR  a two-thirds (2/3) majority of the attending Board Members.

c. The Board Member who is the subject of the removal action shall have

the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

d. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

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

**Section 8: Resignation** - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a  majority of the attending Board members (default) OR  a two-thirds (2/3) majority of the attending Board Members.

**Section 9: Community Outreach** - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

*[Additional Outreach Options]*

- The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.
- The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.
- Outreach also shall be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

## ARTICLE III OFFICERS

**Section 1: Officers of the Board** - The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

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

- a. The President shall act as the chief executive of the Council and shall preside at all Council meetings.
- b. The Vice President shall serve in place of the President if the President is unable to serve.
- c. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.
- d. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

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

Officer positions shall be filled  annually OR  every [*insert number*] years by majority vote of the Board members present at the first official Board meeting following their election or selection in Board election years, and at the subsequent [*insert number*] year anniversary mark of the Officers' election in Board non-election years.

OR

Officer positions are elected during the regular elections of the Council.

**Section 4: Officer Terms** - The Officers shall serve [*insert number – default is one year*] year terms and serve at the pleasure of the Board. They may stand for reelection  annually OR  every [*insert number*] years.

## ARTICLE IV MEETINGS

**Section 1: Meetings** - All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

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

1. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

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

b. **Agenda Setting** - The Executive Committee shall set the agenda for each Council meeting.

c. **Notifications/Postings** – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the Posting Location Form filed with the Department.

d. **Quorum** - The quorum shall be [*insert number*] members of the Board. No floating quorums are allowed.

e. **Official Actions** - A simple majority vote by the Board members present,  not including abstentions OR  including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

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

1. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
2. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration

occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

3. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
  4. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
  5. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
  6. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
  7. This reconsideration process shall be conducted at all times in accordance with the Brown Act.
- g. **Board Rules/Standing Rules** – Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.
- h. **Parliamentary Authority** – The Council shall use the [fill in the blank] rules of order when conducting Council meetings.

**Section 2: Committees** – All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

- a. **Standing Committees** – The Standing Committees of the Council are:  
[insert committees such as: The Executive Committee, the Budget and Finance Committee, The Outreach and Communications Committee, The Planning and Land Use Committee, The Elections Committee, the Community Activities and Projects Committee, the Bylaws and Procedures Committee, and the Public Safety Committee.]

- b. **Ad Hoc Committees** – The Board may create Ad Hoc Committees as needed to deal with temporary issues.
- c. **Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action.
- d. **Committee Structure** – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of *[insert number that is less than a majority of quorum]* or less Board members and may include any interested Stakeholders.
- d. **Committee Appointment** – All Committee Chairs shall be appointed by the
  - President and confirmed by the Board OR  by the Board. *[optional - Only those Committee members who are Board members are eligible to serve as Chairman of a committee.]* The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- e. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.
- f. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- g. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

## ARTICLE V FINANCE

- A. The Council shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Council 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 other individual other than the Treasurer, who is designated by the Governing Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

## ARTICLE VI. ELECTION

**Section 1: Administration of Election** - The Neighborhood Council's election will be conducted by the City Clerk every two years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk. The City Clerk will hold these elections between March and June of the even-numbered years. The rules and regulations developed by the City Clerk shall take precedence over any inconsistent language in the Council bylaws.

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

### Section 3: Minimum Voting Age

All Community Stakeholders aged \_\_\_\_\_ *[insert the desired age which must be at least 12 years old under the City Clerk's proposed rules]* and above shall be entitled to vote in the Neighborhood Council Elections.

### Section 4: Appointed Board Seats *[where applicable]*

- All seats on the Neighborhood Council Board are elected.
- The following Board seats are appointed and will not be elected as part of the City Clerk conducted elections:

\_\_\_\_\_

\_\_\_\_\_

- The NC uses the appointment clause in their existing bylaws.

The appointment of Board seats shall be conducted according to \_\_\_\_\_ *[insert the Article and Section in the NC's bylaws where the appointment clause can be found.]* of the NC Bylaws. The appointed seat shall have a term of \_\_\_\_\_ *[insert a time frame]* year(s).

OR

The President makes the appointments with Board approval. These \_\_\_\_\_ *[insert the number of appointed seat(s)]* positions shall be appointed by the President with Board approval under the following process: Following the City Clerk conducted election and the selection of a Board President, the President shall within \_\_\_\_\_ *[insert a time frame]* days of assuming office appoint a qualified Stakeholder to the selected seat subject to a majority vote of the Board at a public meeting. If the seat is not filled within \_\_\_\_\_ *[insert the same time frame as above]* days from the time the President assumes office, the seats shall be filled in accordance with the vacancy provision. The appointed seat shall have a term of \_\_\_\_ *[insert a time frame]* year(s).

The Board makes the appointments. These \_\_\_\_\_ *[insert the number of appointed seat(s)]* positions shall be appointed by the Board under the following process: Following the City Clerk conducted election, the elected Board members shall within \_\_\_\_\_ *[insert a time frame]* days of assuming office appoint a qualified Stakeholder to the selected seat subject to a majority vote of the Board at a public meeting. If the seat is not filled within \_\_\_\_\_ *[insert the same time frame as above]* days from the time the elected Board members assume office, the seats shall be filled in accordance with the vacancy provision. The appointed seat shall have a term of \_\_\_\_ *[insert a time frame]* year(s).

A caucus or an outside organization makes the appointments. These \_\_\_\_\_ *[insert the number of appointed seat(s)]* positions shall be filled by a caucus process that is outlined as follows *[insert process]*. The appointed seat shall have a term of \_\_\_\_ *[insert a time frame]* year(s).

#### **Section 5. 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.

OR

Voters will verify their Stakeholder status by providing documentation acceptable to the City Clerk – Election Division. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation acceptable to the City Clerk – Election Division supporting that declaration. Factual basis Stakeholders will also be required to provide a form of documentation to substantiate their factual basis claim.

**Section 6: Declaring a Stake in the Neighborhood Council in Districts Based on Participation/Membership in an Organization, Group or Place of Worship [if applicable]**

Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the physical address for the organization or place of worship shall be used to establish the district Stakeholder status.

OR

Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the service-providing area for the organization or place of worship shall be used to establish the district Stakeholder status.

**Section 7: Declaring Candidacy for Positions on the Board**

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

OR

A candidate may declare their candidacy for more than one position on the Council Board during a single election cycle.

If a candidate seeking multiple Board positions on the Council is declared the winning candidate for more than one of those positions, the candidate will be required to vacate all except one Board position within no more than three days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved for your 2010 NC election, whichever date is later. These vacated positions shall be filled with the remaining candidate who received the most votes, or if none, via the vacancy clause.

Where the candidate does not vacate all except one Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.

**ARTICLE VII COMPLIANCE** - The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as "the Plan"), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records

Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

**Section 1: Code of Civility** – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

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

**Section 3: Department Policies** – If these bylaws or Council standing rules are silent on an issue, the Department policies and procedures on the matter shall take effect.

#### **ARTICLE VIII. GRIEVANCE PROCESS** [*suggested internal process*]

A. Any grievance by a Stakeholder must be submitted in writing to the Secretary who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Secretary from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel's selection, the Secretary shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

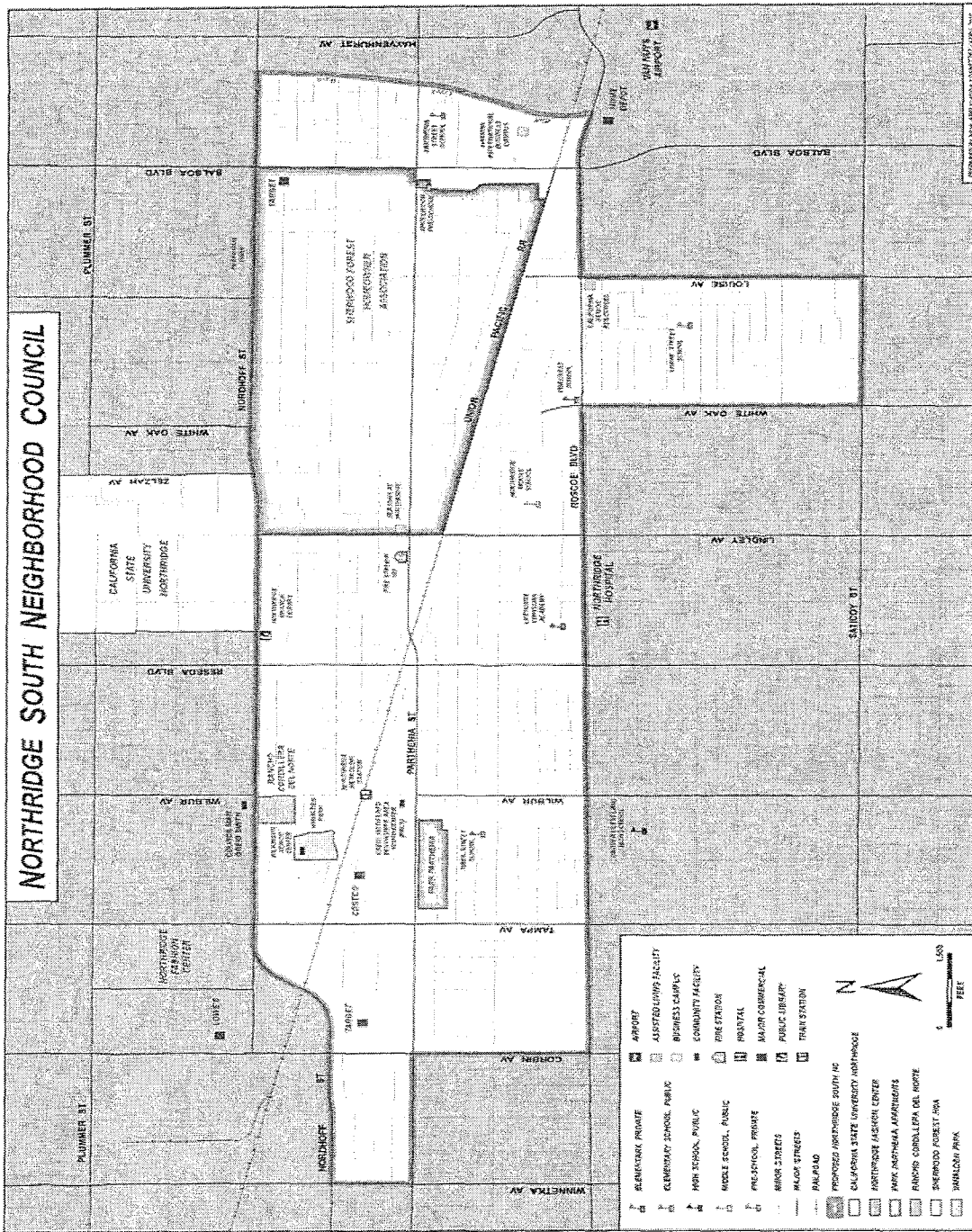
E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

## **ARTICLE IX. BYLAW AMENDMENTS**

- A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.
- C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.
- D. An amendment or adjustment to these bylaws requires a  two-thirds OR  simple majority vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

# ATTACHMENT A [NSNC Sample]



## ATTACHMENT B

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<p><i>[Below find sample language for Stakeholder eligibility to run and vote for positions. Where the Stakeholder eligibility for the seat has not been defined, the default eligibility to establish <b>candidacy</b> for the position would be the Neighborhood Council's Stakeholder definition.]</i></p>			
<b>President</b>	Elected	Stakeholder	Community Stakeholder who is 13 years of age at the time of the election.
<b>Community-Based Organization Representative</b>	Elected	Stakeholder who is at least 18 years of age at the time of the election, who is a member of a community based organization or a faith-based group.	Stakeholder who is 16 years of age.
<b>At-large Representative</b>	Elected	Any Stakeholder who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
<p><i>[Below find sample language for candidacy and voter eligibility in <b>districts</b>.]</i></p>			
<b>Homeowner Representative Area 3</b>	Elected	Stakeholder who is 16 years of age or older who lives within Area 3 of the council boundaries, and owns and occupies their place of residence whether single- or multi-family.	Homeowner Stakeholder who is 16 years of age or older who lives within Area 3. Must live and own place of residence.
<b>Sub-Area Representative At-large Stakeholder Seat</b>	Elected	Stakeholder who may be a resident of the Sub-area or any other Stakeholder category group in the Sub-area.	Community Stakeholder who is 13 at the time of the election.
<p><i>[Below find sample language for candidacy and voter eligibility for the <b>factual basis</b> position.]</i></p>			
<b>Community Director</b>	Elected	Stakeholder older than 18 years who lives, works, or owns property or those who declare a stake in the neighborhood and affirm the factual basis for it.	Stakeholder who lives, works, or owns property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it.