

# LINCOLN HEIGHTS NEIGHBORHOOD COUNCIL BYLAWS

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**Article I Name**

The name of this Neighborhood Council shall be the Lincoln Heights Neighborhood Council (LHNC).

**Article II Purpose**

The LHNC is an officially recognized advisory council hereby part of the Los Angeles Citywide system of Neighborhood Councils. The purpose of the LHNC is:

- A. To provide an inclusive, open forum for public discussion of issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services to this Neighborhood Council, and on matters of a Citywide nature.
- B. To empower Stakeholders from all parts of our community to work together for change.

**Article III Boundaries**

Lincoln Heights includes a geographic area that has approximately 35,000 residents.

**Section 1 Boundary Description**

The boundaries are described as follows: Along the Los Angeles River from Cesar Chavez Avenue to the 110 Freeway. NORTH along the 110 Freeway to Avenue 39. EAST around the Heritage Square property line to Pasadena Avenue. EAST on Avenue 35 to Griffin Avenue. SOUTH along the western property line of 3372 Griffin Avenue. From the southern most point of 3372 Griffin Avenue to the terminus of Von Keithian Avenue. EAST along Von Keithian Avenue to the intersection of Von Keithian Avenue and Radio Road. From the intersection of Von Keithian Avenue and Radio Road to the peak of 1050 Montecito Drive (where KFSG-FM LA is). From the peak of 1050 Montecito Drive to the property line between 3363 North Sierra Street and 3401 North Sierra Street to the intersection of Mercury Avenue and Sierra Street. EAST on Mercury Avenue to intersection of Mercury Avenue and Reynolds Avenue. Continuing south along the property lines separating zip codes 90031 and 90032 to North Broadway. Go EAST on North Broadway to North Mission Road. NORTH on Mission Road to the southern property line of the commercial property south of the intersection of Soto Street and Mission Road. EAST along that property line to Soto Street. SOUTH on Soto Street to Marengo Street. WEST on Marengo Street to North Mission Road. SOUTH on Mission Road to Caesar Chavez Avenue. WEST on Caesar Chavez Avenue to the Los Angeles River.

**Section 2 Internal Boundaries**

To ensure that Stakeholders from all parts of the above described boundary area are equally represented on the LHNC, there shall be representatives on the Board of Governors from each of the following described sub-area:

- A. **Sub-Area 1**  
 NORTH on 5 freeway to 110 Freeway.  
 NORTH on 110 Freeway/Arroyo Seco to Ave 39.  
 WEST SOUTHEAST on Ave 39 to Griffin Ave.  
 SOUTH on Griffin Ave. to N. Broadway. WEST on  
 North Broadway to the 5 Freeway.
  
- B. **Sub-Area 2**  
 NORTH on Griffin Ave. from Broadway to Ave 39.  
 Diagonal from this corner to Sierra and Mercury.  
 WEST EAST on Mercury to Huntington Dr.. SOUTH  
 on Huntington to Mission. SOUTH on Mission to  
 North Broadway. WEST on Broadway to Griffin Ave.
  
- C. **Sub-Area 3**  
 NORTH on Hancock from Valley Blvd. N. Main to  
 North Broadway. EAST on N. Broadway to Mission.  
 NORTH on Mission to Soto. SOUTH on Soto to  
 Valley Blvd. WEST on Valley Blvd. to Hancock.  
 continue on N. Main to Hancock.
  
- D. **Sub-Area 4**  
 NORTH on 5 Freeway from Mission to North Main.  
 EAST on North Main to Valley Blvd. EAST on Valley  
 Blvd. to Soto. SOUTH on Soto to Marengo. WEST  
 on Marengo to Mission. SOUTH on Mission to the  
 5 freeway.
  
- E. **Sub-Area 5**  
 NORTH on the 5 Freeway to North Broadway. EAST  
 on North Broadway to Hancock. SOUTH on Hancock  
 to North Main. WEST on North Main to 5 freeway.
  
- F. **Sub-Area 6**  
 SOUTH SOUTHWEST on Million Mission from Daly  
 to Caesar Chavez. NORTH on Caesar Chavez. To  
 Vignes. NORTH on Vignes to North Main. NORTH  
 NORTH on North Main to Daly.
  
- G. **Sub-Area 7**  
 NORTH along the Los Angeles River from North  
 Main Street to the 110 Freeway. NORTH on the 110  
 Freeway to the 5 Freeway. SOUTH on the 5 Freeway  
 to North Main. WEST on North Main Street to the  
 Los Angeles River.

## Article IV Stakeholder

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

## Article V Governing Board

### Section 1 Composition

The Board of Directors (“Board”) shall consist of twenty-five (25) Stakeholders as follows:

- A. **Executive Officers:** Executive Officers to be elected at large are President, Vice-President, Treasurer, and Secretary.
- B. **Area Representatives:** Two (2) representatives from each area will be elected. One (1) must be a resident of the area; the other may be a resident or from any other eligible category of Stakeholder.
- C. **Business Community Representatives:** There will be three (3) Board members elected at large from this category. Prospective representatives from the business community must either be an owner of a business located in Lincoln Heights or must be an employee of such business and have written authorization from the owner to use employee status in claiming eligibility for election to the LHNC Board.

- D. **Community Based Organizations Representatives:** There will be three (3) Board members elected at large from this category. Prospective representatives from a Community Based Organization must either be the head (as defined in its charter) of an Organization that maintains a physical office or space located in Lincoln Heights or must be an officer or member (as defined in its charter) of such Organization and have written authorization from the Organization head to use officer or member status. This classification can include, but is not limited to, youth associations, scholarship organizations, churches, schools, social service providers, nonprofit organizations, etc.
  
- E. **Youth Representative:** There will be one (1) Board member elected from this category. This Board member will be elected by the youth of the community and must be in high school with a minimum age of fourteen (14), but not older than seventeen (17) years and eleven (11) months on the day of the election or selection. See Admin. Code § 22.814(c). The Youth Representative will be elected to a full four (4) year term as long as eligibility is met at the time of election and until he/she graduates or leaves high school.

All seats, except for youth seat, will require minimum age of 18. 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 Quorum**

The quorum shall be fourteen (14) members. If any member recuses himself/herself on a particular issue they may not be counted as part of the quorum for that issue. If less than eighteen (18) years of age, the Youth Representative shall be precluded from voting on financial matters, such as neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts, but may participate in the board discussion of these items and shall be counted as part of quorum.

### **Section 3 Official Actions**

The Board may take Official Action if there is a Quorum present and a simple majority vote by the board members present, including abstentions, which will act as a YES vote. There shall be no proxy voting

### **Section 4 Terms and Term Limits**

The Term of office shall be for staggered four (4) years. There shall be no term limit.

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

The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to

present before a public body a standing LHNC position previously adopted by the Board or a statement that the Board 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. Any Executive Officer is authorized to receive instruments of appreciation for the Board.

### **Section 6 Vacancies**

A vacancy on the Board shall be filled by procedure:

- A. Any Stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application(s) to the Secretary.
- B. The Secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.
- C. The Board shall vote on the application(s) at the meeting. If multiple applications for one (1) seat have been submitted, the candidate with the most votes wins. Tied votes shall be resolved via the City Clerk tied vote process.
- D. When a vacant seat is filled by the aforementioned process, that seat shall be filled only until the next general election is held to fill all seats on the Board, in no event shall a vacant seat be filled where the election to fill all seats on the Board is scheduled to be held within one hundred and twenty (120) days from the date the applicant (Stakeholder) proposing to fill the vacancy tenders a written application to the Secretary.

### **Section 7 Absences**

At the conclusion of the second consecutive missed Regular Board meeting of a Board member, during the Board Announcements portion of the agenda, the Secretary will announce the Board member's name and encourage other attending Board members to contact the Board member to encourage attendance. Further, the Secretary will contact the absent Board member by phone and in writing to remind the Board member that an absence at the subsequent Regular Board meeting will result in automatic removal from the Board.

A Board member who is absent three (3) consecutive Regular Board meetings is automatically removed from the Board at the adjournment of the third meeting. With passage of this amendment, absences will be counted beginning the subsequent Regular Board meeting. The LHNC will consult with its legal counsel, the Office of the City Attorney, throughout this removal process.

After three (3) unexcused consecutive absences or four (4) unexcused absences in one (1) year period, the Secretary will read the name of the absentee Board member at a meeting. The Secretary will then call that Board member. A motion for removal will be made. If the Board or the public does not agree with the dismissal, a general grievance

can be filed. One (1) year will be defined as that period from January 1<sup>st</sup> through December 31<sup>st</sup> of each calendar year.

The definition of excused or unexcused absences will be determined by the Executive Committee.

## **Section 8 Censure**

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

### **Section 9      Removal**

Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners' ("Commission") Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with

the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

#### **Section 10      Resignation**

A Board member may resign from the LHNC, 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.

#### **Section 11      Community Outreach**

The LHNC shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the LHNC, including Board elections, to find future leaders of the LHNC, and to encourage all Stakeholders to seek leadership positions within the LHNC.

### **Article VI      Officers**

#### **Section 1      Officers of the Board**

The Officers of the Board shall include the following positions, which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

#### **Section 2      Duties and Powers**

- A.      President or presiding officer of the Board.
- B.      Vice-President or second in charge behind the President at meetings of the Board.

- C. Secretary shall mean a member of the Board of charged with the responsibility of keeping minutes of all Board meetings.
- D. Treasurer shall mean a member of the Board also charged with the responsibility of establishing an accounting system for the LHNC, maintaining the records of the LHNC's finances and book of accounts, and preparing any financial reports for the Department pursuant to the Plan for a Citywide System of Neighborhood Councils (“Plan”).

**Section 3 Selection of Officers**

Officers shall be elected during the City administered elections.

**Section 4 Officer Terms**

Officer terms shall be four (4) years.

**Article VII Committees and their Duties**

**Section 1 Standing**

Standing Committees are committees which have continuing subject matter jurisdiction. A standing committee shall be established by majority vote of the Board and reflected in this section. The Board has established the following committees with the continuing subject matter jurisdiction marked parenthetically. The standing committee will make recommendations to the Board.

- A. Executive (agenda)
- B. Rules (bylaw revisions, board rules)
- C. Finance & Budget (budget, procurement and purchasing)
- D. Programs & Services (city services delivery, public safety, other services and programs)
- E. Outreach, Communication & Events (recruit new members/organizations, public relations and marketing)
- F. City & Government Liaison (liaison to all levels of government)
- G. Elections (plan for Board elections)
- H. Planning & Land Use Management (planning, preservation and land use)
- I. Grievance
- J. Holiday Parade Committee

## **Section 2 Ad Hoc**

Ad Hoc Committees have a defined purpose and a time frame to accomplish that purpose.

An Ad Hoc committee may be established by the President or by a majority vote of the Board. Ad Hoc committees cease to exist when their task is completed or at the discretion of the Board. A specific term may be designated by the President or the Board.

## **Section 3 Committee Creation and Authorization**

The President shall have the authority to assign the chairs of a committee from among Board members and Stakeholders and reserves the right to approve or disapprove membership in a committee with cause.

- A. Committees will select a vice chair by majority vote. The vice chair will convene the committee in the absence of the chair.
- B. The President shall have the authority to replace the chair of a committee for cause. A majority vote of the Board may remove a chair.
- C. Committee chairs and vice chairs shall attend all LHNC meetings.
- D. Chairs may make motions regarding their committee at Board meetings.
- E. The committee chair must submit to the Board a committee roster. Only committee members have right of vote in committee meetings. New committee members may not vote until their name has been submitted to the Board.
- F. Quorum for committees shall be a majority of rostered members.
- G. A majority of the members on the roster present shall be required to take Official Action.
- H. Committees are not required to have a regular meeting time and location, but meetings must be announced and posted seventy-two (72) hours in advance according to the Brown Act. When possible, meetings will also be announced at the immediately preceding Board meeting.
- I. Each committee is required to submit to the Board and maintain an archive of minutes.
- J. Prior to expenditure of funds, a plan of action and line-item budget shall be submitted to the Board.

## **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**

Meetings of the Board shall be held on the first and third Thursdays of every month. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. The location and time of Board meetings shall be determined by majority vote of the Executive Committee and posted according to Brown Act. The Executive Committee should take into account the availability of the entire Board.
- B. Regular Board 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.
- C. The President or a majority of the Executive Committee shall be allowed to call a Special meeting as needed.

### **Section 2 Agenda Setting**

The Executive Committee shall set the agenda for each Board meeting.

### **Section 3 Notifications/Postings**

At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

The Board will inform all neighborhood Stakeholders of meetings of the LHNC by posting in at least one (1) of the following public locations, plus additional locations (physical and electronic) at the discretion of the Board:

- 1. Lincoln Heights Library
- 2. Sacred Heart Church
- 3. Lincoln High School
- 4. Brewery Artist Complex
- 5. Dino's Restaurant

### **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.

- A. The Board, on either of these two (2) days, shall: Make a Motion for Reconsideration and, if approved, hear the matter and take an Action.
- B. 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.
- C. A Motion for Reconsideration on the described matter and a (Proposed) Action should the motion to reconsider be approved.
- D. 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 a 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**

The LHNC shall review its fiscal budget and make adjustments as needed to comply with City Laws and City Administrative Rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

The LHNC 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.

All financial accounts and records shall be available for public inspections and posted on the LHNC web site, if available.

Each month the Treasurer shall provide to the Board detailed reports of the LHNC's accounts. The Treasurer may request authorization from the other members of the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing the same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all LHNC assets.

At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the LHNC's accounts and

attest to their accuracy before submitting the documentation to the Department for further review.

## **Article X      Elections**

### **Section 1      Administration of Elections**

The LHNC'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 specified in Attachment B.

### **Section 3      Minimum Voting Age**

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

### **Section 4      Method of Verifying Stakeholder Status**

Voters will verify their Stakeholder status by providing acceptable documentation. Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the physical address of the organization or place of worship shall be used to establish the district Stakeholder status.

### **Section 5      Restrictions on Candidates Running for Multiple Seats**

A candidate shall declare their candidacy for no more than one (1) position of the Board during a single election cycle.

### **Section 6      Other Election Related Language**

The Board shall direct that a system of outreach be instituted and to find and obtain nominees for subsequent election to the Board. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth a reasonable effort to inform and give every Stakeholder desiring to participate on the Board an opportunity to become a Board member. To that end, a period of at least sixty (60) days prior to any election shall be given to prospective Board members for purposes of soliciting Stakeholder support.

## **Article XI      Grievance Process**

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to the Grievance Committee. The Secretary will coordinate a

time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly 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 copy of the panel's report and recommendations prior to any meeting of the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This grievance process is intended to address matters involving procedural disputes, e.g., the Boards failure to comply with Board Rules or these Bylaws. Board members cannot file grievances against other Board members or the LHNC. 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 accord with the Plan.

## **Article XII Parliamentary Authority**

Where the Board has not adopted its own rules for conducting its meetings, the Board shall follow Robert's Rules of Order. The Rules of the Board that have been formally adopted and set forth in writing shall, unless contrary to State or federal law, take precedent where there is a conflict with Robert's Rules of Order. All committee meetings shall be governed by any written rules adopted by the Board for conduct of meeting, or by Robert's Rules of Order, where no Board rule applies. 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.

- A. The Maker of a motion and the motion's Second may make changes to or accept proposed changes to their motion, if they are both in agreement, without a vote of the Board. This practice shall be known as a 'Friendly Amendment'.
- B. The Maker of a motion and the motion's Second may withdraw their motion at any time, if they are both in agreement, provided the motion has not been amended by the Board.

## **Article XIII Amendments**

The Board or any Stakeholder(s) may propose amendments, changes, additions, or deletions to these Bylaws during the public comment period of a regular meeting of the Board. A proposal to amend these Bylaws, however, must then be formalized in a writing and then lodged with the 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 a subsequent regular meeting of the Board.

A recommendation for amendment or adjustment of these Bylaws must be made by a vote of eighteen (18) members of the Board. Thereafter, and within fourteen (14) days

after a vote recommending adjustment or amendment to the Bylaws, a Bylaw Amendment Application shall be submitted to the Department of Neighborhood Empowerment (“Department”) along with a copy of the existing Bylaws for review and approval by the Department

#### **Article XIV Compliance**

The LHNC, its representatives, and all 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 Government 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**

Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

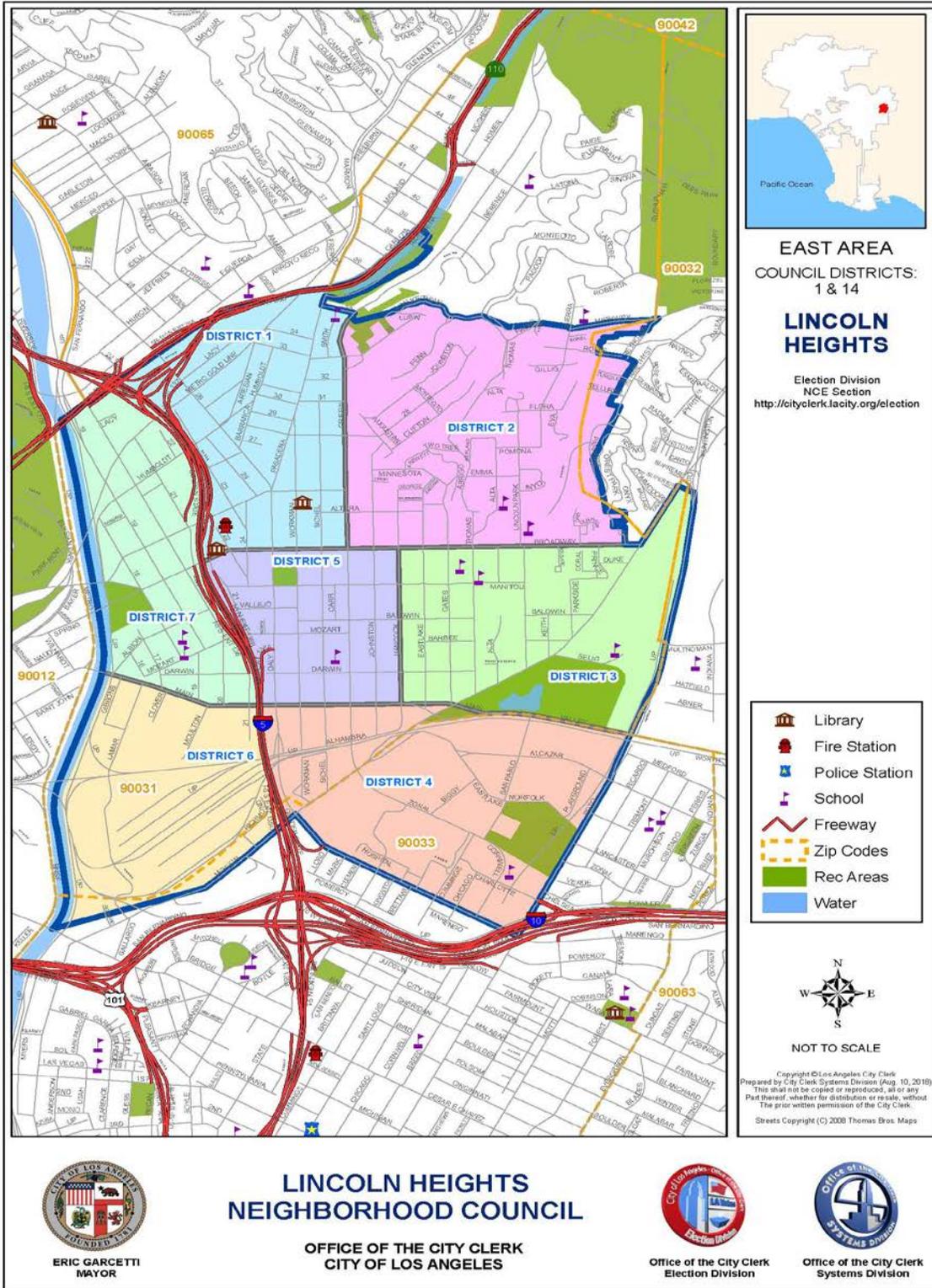
##### **Section 2 Training**

All Board members must take ethics and funding training prior to making motions and voting on funding related matters, or they will lose their Board voting rights.

##### **Section 3 Self-Assessment**

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# ATTACHMENT A - Map of Lincoln Heights Neighborhood Council



**ATTACHMENT B - Governing Board Structure and Voting  
Lincoln Heights Neighborhood Council – 25 Board Seats**

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
President Term: 4 Years	1	Elected	Stakeholder who is 18 years or older at the time of the election.	Stakeholders who are at least 16 years of age on the day of the election or selection
Vice- President Term: 4 Years	1	Elected	Stakeholder who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Treasurer Term: 4 Years	1	Elected	Stakeholder who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Secretary Term: 4 Years	1	Elected	Stakeholder who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Youth Representative Term: 4 Years	1	Elected	Stakeholder who is at least 14 years and no more than 17 years of age on the day of the election or selection.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 1 Representative At-Large Seat Term: 4 Years	1	Elected	Stakeholder within Sub-Area 1 and who is 18 years or older	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 1 Representative Resident Seat Term: 4 Years	1	Elected	Stakeholder who lives within Sub-Area 1 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 2 Representative At-Large Seat Term: 4 Years	1	Elected	Stakeholder within Sub-Area 2 who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 2 Representative Resident Seat Term: 4 Years	1	Elected	Stakeholder who lives, within Sub-Area 2 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Sub-Area 3 Representative At-Large Seat Term: 4 Years	1	Elected	Stakeholder within Sub-Area 3 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 3 Representative Resident Seat Term: 4 Years	1	Elected	Stakeholder who lives, within Sub-Area 3 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 4 Representative At-Large Seat Term: 4 Years	1	Elected	Stakeholder within Sub-Area 4 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 4 Representative Resident Seat Term: 4 Years	1	Elected	Stakeholder who lives, within Sub-Area 4 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 5 Representative At-Large Seat Term: 4 Years	1	Elected	Stakeholder within Sub-Area 5 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 5 Representative Resident Seat Term: 4 Years	1	Elected	Stakeholder who lives, within Sub-Area 5 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 6 Representative At-Large Seat Term: 4 Years	1	Elected	Stakeholder within Sub-Area 6 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 6 Representative Resident Seat Term: 4 Years	1	Elected	Stakeholder who lives, within Sub-Area 6 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Sub-Area 7 Representative Resident Seat Term: 4 Years	1	Elected	Stakeholder who is a resident in Sub-Area 7 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Sub-Area 7 Representative Resident Seat Term: 4 Years	1	Elected	Stakeholder who lives, within Sub-Area 7 and who is 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Business Representatives Term: 4 Years	3	Elected	Stakeholders who are members of the Lincoln Heights Business Community. Must either be owners of a business located in Lincoln Heights or must be employees of such business and have written authorization from the owner to use employee status in claiming eligibility for election to the LHNC Board of Governors and who are 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection
Community Based Organization Representatives Term: 4 Years	3	Elected	Stakeholders must either be the Head (as defined in its Charter) of an organization that maintains a physical office or space located in Lincoln Heights or an Officer or Member (as defined in its Charter) of such organization, and have written authorization from the Organization Head to use Officer or Member status. This classification can include, but is not limited to, youth associations, churches, schools, social service, providers, non-profit organizations, etc. Stakeholders must be 18 years or older.	Stakeholders who are at least 16 years of age on the day of the election or selection