

The Arleta Neighborhood Council Bylaws

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Article I NAME

The name of this Neighborhood Council shall be the Arleta Neighborhood Council (ANC).

Article II PURPOSE

A. The mission of the ANC is to be an active Neighborhood Council in identifying and prioritizing problems, concerns and needs within the Arleta community in order to improve the quality of life. The ANC will appraise and advise the Los Angeles City Government and City Departments of these concerns and provide recommendations, solutions, and advice regarding all concerns and problems.

B. The purpose of the ANC shall be:

1. To be the forum for the discussion of community issues and to engage all ANC stakeholders to collaborate and deliberate on matters affecting the community.
2. To be an advocate for the community to the City of Los Angeles and the City departments to improve and enhance our community.
3. To inform community residents of forthcoming projects.
4. To create a forum to enable any individual or group or organization to speak out on any issue on which the individual or group or organization wants to be heard.

Article III BOUNDARIES

Section 1: Boundary Description - The ANC boundaries are:

- A. North: Pacoima Wash between Woodman and Interstate 5
- B. South: Roscoe Blvd. Between Woodman Ave. and the Tujunga Wash; the Tujunga Wash between Roscoe Blvd. and Laurel Canyon
- C. East: Interstate 5 to Branford St., up to Laurel Canyon to the Tujunga Wash
- D. West: Woodman between Roscoe and the Pacoima Wash

The boundaries of the ANC are set forth in Attachment - Map of the Arleta Neighborhood Council.

Section 2: Internal Boundaries - Not applicable.

Article IV STAKEHOLDER

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

The ANC shall not discriminate against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner status, renter status or political affiliation.

Article V GOVERNING BOARD

The Board of Directors (Board) shall be the Governing Body of the ANC within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (Plan). The Board shall represent all Stakeholders.

Section 1: Composition - The Board shall be comprised of seventeen (17) elected members. The Board shall represent the major Stakeholders of the ANC, and no single Stakeholder group shall consist of a majority of the governing body.

The Board shall be comprised of the following Members:

- A. **Home/Condo Owners (3)** – any person who lives within the ANC boundaries, and owns and occupies their place of residence.
- B. **Renters (2)** – any person that rents and resides in a home, condominium, townhouse or apartment within the boundaries of the ANC.
- C. **Businesses (1)** – any person who owns and operates a business within the boundaries of the ANC, or his/her designee.
- D. **Community Based Organizations (2)** – must meet all of the following criteria:
 - 1. The organization carried out activities that involve the Community Stakeholders who reside within the boundaries of the ANC during the last twelve (12) months immediately preceding the election of the Board.
 - 2. The organization maintains its principal office or headquarters within the area served by the ANC or a majority of the persons affiliated with the organization live within the boundaries of the ANC. Examples of a Community-based Organization include Neighborhood Watch groups and the Chamber of Commerce.

- E. **Faith Based Organization (1)** – any person who belongs to a faith-based organization and attends church services. A faith-based organization shall not be defined as a community based organization.
- F. **School (1)**– any person who works at a school within the boundaries of the ANC or as designated by a school administrator.
- G. **At-Large (3)** – any person who belongs to any stakeholder group and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.
- H. **Seniors (1)** – any person who resides within the boundaries of the ANC and is over the age of fifty-five (55).
- I. **Youth Group (1)** – any person who works with a Youth Group that is located within the boundaries of the ANC and serves the youth that live within the boundaries of the ANC.
- J. **Youth (2)** – any person who is between the ages of fourteen (14) and seventeen (17) and resides within the boundaries of the ANC. A youth representative that turns eighteen (18) during his/her term shall be allowed to finish that term.

Section 2: Quorum - The presence of nine (9) of the Board members shall constitute a quorum and shall be necessary to conduct the business of the ANC. No formal meeting shall be held or votes taken in the absence of a quorum.

Section 3: Official Actions - A simple majority vote by the Board members present, including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Each member of the Board shall have one (1) vote and such vote may not be done by proxy. At all meetings of the ANC, voting shall be by voice or show of hands. No secret voting is allowed.

Only those Board members eighteen (18) years of age and older may vote on contracts, the expenditure of funds or the recommendation for a City agency to enter a contract.

Section 4: Terms and Term Limits -Board members will be elected for a term of two (2) years. There are no term limits.

Section 5: Duties and Powers

- A. The Board shall conduct the business of this organization. The decisions of the Board shall be considered the decisions of the ANC.

- B. The ANC shall establish and maintain adequate and correct books of records and accounts and written minutes of the proceedings of the Board and committee meetings.

Section 6: Vacancies - Vacancies will be filled by a majority vote of the remaining Board. Any member of the Board may nominate a person to any vacancy. Appointed Board members shall meet the same eligibility requirements that apply to the position they would fill as are required of elected Board members. Any Stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application to the Secretary.

Section 7: Absences - A Board member shall be permitted a maximum number of four (4) absences at general or special Board meetings per "Council Year" (for purposes of this provision a "Council Year" begins with the first scheduled Council meeting following the Board member's election and continuing for the next eleven (11) months thereafter). Upon occurrence of the fifth absence, the Board Member may be removed from the ANC. An absence is valid regardless of the reason for the absence and even if a meeting is not held because there was no quorum, i.e. if a general or special Board meeting agenda has been posted pursuant to the Brown Act, the meeting counts as a meeting under this provision even if quorum is not reached.

The President or Secretary shall provide written notice to the Board member who reaches four (4) absences, stating that the next absence will result in the automatic removal of the Board member. Written notice can be by email or by first class registered mail to the Board member's last known address.

Section 8: Censure – Intentionally left blank.

Section 9: Removal – No member of the Board shall be removed for any arbitrary, capricious or discriminatory reason. Board members may be removed or replaced for the following reasons:

1. Absences. See Section 7 above.
2. Change or Loss of Stakeholder Status. A Board member who is no longer a Stakeholder in the capacity for which they were elected or appointed, as defined in Article IV, shall be automatically removed as a Board member. It is the responsibility of each Board member to notify the President of any change of Stakeholder status within thirty (30) days of such change.
3. Unlawful Behavior. A Board member may be removed for any and all behavior in violation of federal, state or local laws, including, but not limited to:
 - a. Embezzlement of ANC funds.
 - b. Misappropriation of ANC funds.
 - c. Buying or selling votes in Board member elections.
 - d. Making or soliciting bribes for votes on particular issues.

4. Violation of Bylaws and Standing Rules. A Board member may be removed for violating the ANC's Bylaws or Standing Rules.

5. Removal by NC Action. A Board member may be removed by the submission of a written petition, which 1) identifies the Board member to be removed, 2) describes in detail the reason for removal and 3) includes the signatures of one hundred (100) Stakeholders from the geographic area represented by the Board member.

Once a reason for removal of a Board member has been determined, the ANC shall satisfy the following removal procedures:

1. Meeting. Removal of a Board member shall be on the agenda of a general or special meeting. The proposed removal will be placed on the agenda for a hearing by the Board at the earliest general ANC meeting. If the next general ANC meeting is more than thirty (30) days away, then a special meeting will be held instead.

2. Notice. The Board member shall be given written notice of the proposed removal and the reasons for the proposed removal. Notice shall be sent by email or by first class registered mail to the Board member's last known address a minimum of ten (10) days prior to the ANC meeting on the proposed removal.

3. Opportunity to be Heard. The Board member shall be given an opportunity to be heard, either orally or in writing. The hearing shall be held, or the written statement considered, at the ANC meeting on the proposed removal.

4. Decision. Except in the case of automatic removals, the Board shall decide whether or not the Board Member should be removed. Any removal of the Board member pursuant to this subsection shall require an affirmative vote of two-thirds (2/3) of the Board members present and voting. The Board member being considered for removal shall not take part in the removal vote. If the vote for removal is affirmative, then the seat shall be determined vacant.

5. Automatic Removal. In the case of removal due to meeting absences, removal is automatic at the fifth meeting, and the seat shall be determined vacant.

C. Reinstatement. The Board member may seek reinstatement through the grievance procedure provided in Article XI.

D. Counsel. The ANC shall consult with its legal counsel, the Office of the City Attorney, throughout this removal process.

Section 10: Resignation – Intentionally left blank.

Section 11: Community Outreach - The ANC will establish a procedure to communicate with all ANC Stakeholders on a regular basis, which ensures an even and fair dissemination

of information.

Article VI OFFICERS

Section 1: Officers of the Board – The Officers of the ANC shall consist of the President, Vice-President, Secretary and Treasurer.

Section 2: Duties and Powers

- A. **The President** shall preside at all meetings; shall by virtue of the office be Chairperson of the Board; shall present annually, a report of the work of the ANC; shall see that all books, reports, and certificates required by law are properly kept or filed; and shall be one (1) of the officers who may counter-sign the funding documents of the ANC.
- B. **The Vice-President** shall, in the event of the absence or inability of the President to exercise her/his office, become acting President of the ANC with all the rights, privileges, and powers as if he/she had been the duly elected President.
- C. **The Secretary** shall keep the minutes and records of the ANC in the appropriate books; shall file any certificate required by any statute, federal or state; shall be the official custodian of the records and seal of the ANC (the seal must be unique to guard against possible trademark infringement issues) and may be one (1) of the officers required to sign the financial documents of the ANC.
- D. **The Treasurer** shall include maintaining the ANC's book of accounts, as prescribed by the Department of Neighborhood Empowerment (Department); shall maintain and submit the account books to the Department no less than once and no more than twice during each fiscal year on the date(s) to be prescribed by the Department; and shall keep the financial records in accordance with the Generally Accepted Accounting Principles.

Section 3: Selection of Officers - Officers will be selected by the Board at the first regularly scheduled meeting of the Board following any elections.

Section 4: Officer Terms - Officers shall serve one (1) year at the will of the Board.

Article VII COMMITTEES AND THEIR DUTIES

Section 1: Standing – All Standing Committees shall meet regularly. The following are Standing Committees:

- A. **Executive Committee** – Chaired by the President, the Executive Committee is comprised of the Officers of the Board and shall set the agenda for ANC meetings.

- B. **Budget Committee** – Chaired by the Treasurer, the Budget Committee shall develop and present an annual budget to the Board for approval. In addition, the Budget Committee can bring expenses to the Board for approval.
- C. **Community Improvement Committee** – The Community Improvement Committee shall meet on a regular basis to discuss and present possible ideas and/or projects that will improve the community to the Board for approval.
- D. **Outreach Committee** – The Outreach Committee shall develop and distribute flyers to advertise meetings, open Board positions, ANC projects, activities, etc. at least once a quarter. In addition, the Outreach Committee will work together to develop and distribute Stakeholder surveys, newsletters and any other information the Board deems necessary to distribute to the Stakeholders.

Section 2: Ad Hoc - The President may establish Ad Hoc Committee(s) to address issues and topics of a specific nature with approval of the Board by a majority vote. Ad Hoc Committees must be of limited duration and must not have any decision making power. Such committees will report back to the full Board with recommendations. Board members on Ad Hoc Committees must be less than a majority of the quorum. If stakeholders are part of the Ad Hoc Committee, the committee is subject to the Brown Act.

Section 3: Committee Creation and Authorization - Each committee will include at least one (1) Board Member. The President shall appoint the Chairperson of all committees with approval of the Board by a majority vote. All committee chairpersons shall be members of the Board.

Article VIII 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.

Section 1: Meeting Time and Place - The ANC will meet at least quarterly on an annual basis. However, additional meetings may be held as deemed necessary. All meetings shall be held within the ANC boundaries at a location, date and time set by the Board.

Section 2: Agenda Setting - The Executive Committee shall set the agenda for each ANC meeting.

Section 3: Notifications/Postings - Seventy-two (72) hours prior to each meeting, notices will be posted at five (5) locations determined by the ANC. The Outreach Committee, newspapers and electronic media will be utilized to the extent allowed within fiscal capabilities.

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 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. Only a Board member, who previously voted on the prevailing side of the original action taken, can make a motion for reconsideration. 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

- A. The ANC shall act in accordance with all applicable local, state and federal laws regarding the maintenance of financial records.
- B. In accordance with the duties of the office, the Treasurer shall keep and maintain adequate and correct books and accounting of the ANC. The Treasurer shall send or cause to be given to the Board members such financial statements and reports as are required to be given by law, by the Bylaws, by the Board or by Department policy and procedures. The books of accounts shall be open to inspection by any Board member, Stakeholder, City entity or other authorized personnel at reasonable times.
- C. The Treasurer shall disperse such funds as the Board may order. The governing body of the ANC shall approve all disbursements. Demand warrants shall be signed by the President and countersigned by the Treasurer.
- D. The Treasurer shall render to the President and the Board, when requested, an account of all transactions and of the financial condition of the ANC. The ANC financial records shall be reconciled monthly with the Department's Funding Program.
- E. The ANC will not enter into any contracts or agreements except through the Department.

Article X ELECTIONS

Section 1: Administration of Election - The ANC's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting – The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B. Every stakeholder shall be able to vote once in each stakeholder category.

Section 3: Minimum Voting Age - All stakeholders aged fourteen (14) and above shall be entitled to vote in the ANC elections.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status by providing acceptable documentation.

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

Section 6: Other Election Related Language – Not applicable.

Article XI GRIEVANCE PROCESS

A. Any individual or group of Community Stakeholders of the ANC shall be able to express any concerns to the Board about its decisions and/or actions. 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. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one (1) of its meetings, which grievances may be aired publicly at ANC meetings. Board members are not permitted to file a grievance against another Board member or against the Council.

B. All grievances shall be:

1. In writing;
2. Contain an allegation of the facts on which the grievance is based, including applicable dates;
3. Specify the nature of resolution sought;
4. Signed by the grievant;
5. Submitted to any officer of the ANC for recording with the Secretary; and
6. Submitted within thirty (30) days of the time the grievant becomes aware of the alleged violation.

C. Consideration of the grievance

1. Stakeholders may submit their names to the Board to be included in a pool of those wishing to serve on an ANC Grievance Committee.
2. Once the Board receives the grievance, it shall be placed on the agenda of the next regularly scheduled Board meeting after the grievance is filed. The Board shall randomly pull three (3) names from the Stakeholder grievance pool to investigate the grievance and prepare a recommendation for the Board.
3. The grievant will receive a written response from the Board.

Article XII PARLIAMENTARY AUTHORITY

The ANC shall use Rosenberg's Rules of Order to conduct its meetings. Also, the ANC will adopt fair and open procedures for the conduct of its business and shall at all times conduct itself in accordance with the Ralph M. Brown Act.

Article XIII AMENDMENTS

These Bylaws may be altered, amended, repealed or added to by a majority vote of the Board. Once approved, the change in Bylaws will be properly filed with the Department and will be in effect upon approval by the Department. No amendment shall be effective unless approved by the Department or the Board of Neighborhood Commissioners in accordance with Article VI of the Plan.

Article XIV COMPLIANCE

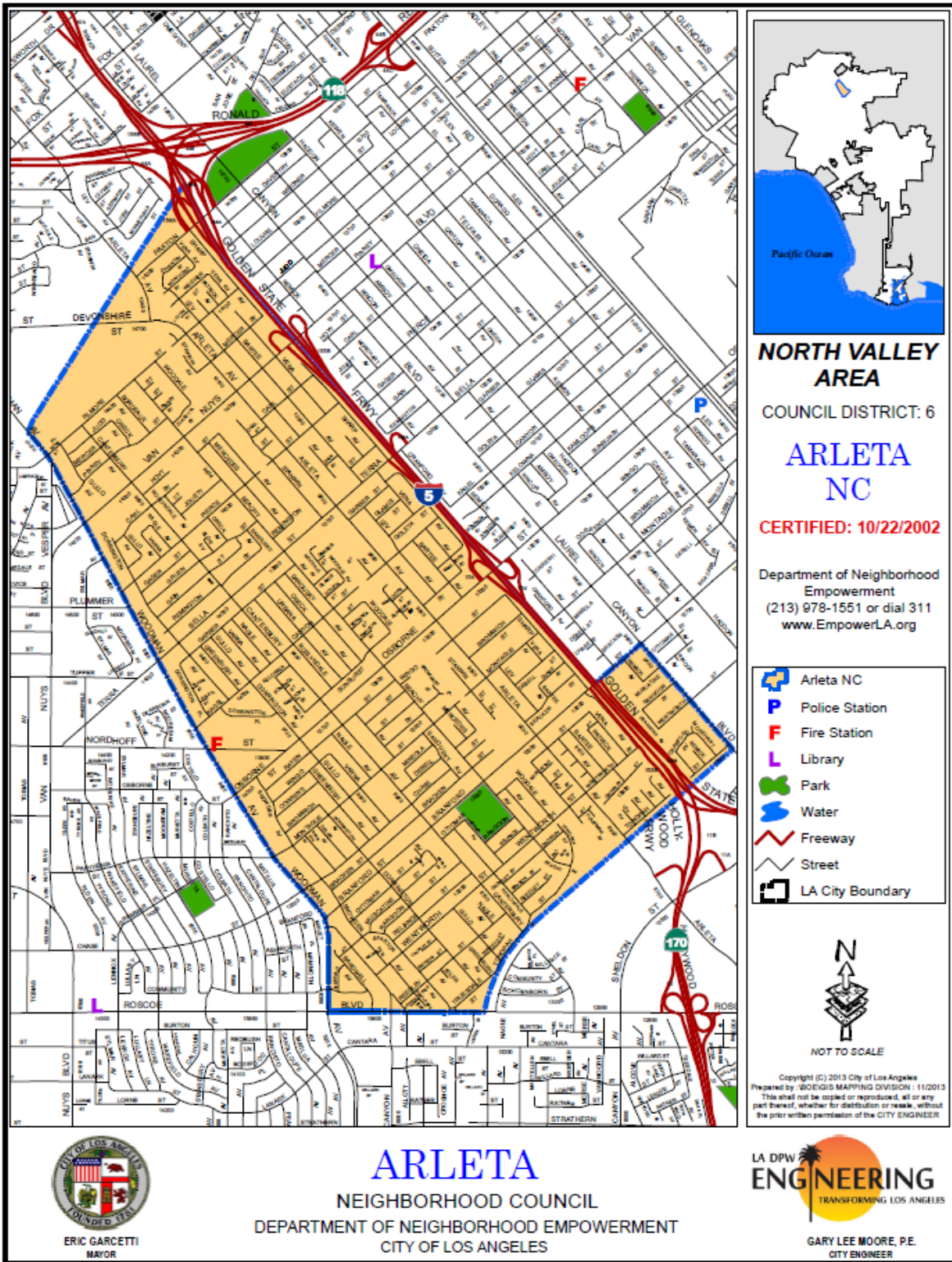
The ANC shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (L.A.M.C. SECT. 40.5.1), and all applicable laws of local, state and federal government shall be the minimum ethical standard for the ANC.

Section 1: Code of Civility – Intentionally left blank.

Section 2: Training – Intentionally left blank.

Section 3: Self-Assessment - The ANC shall, with the assistance of the Department as requested, survey its Community Stakeholders at least once biennially, to assess whether the ANC has met the applicable goals set forth in the Los Angeles City Charter and Article I of the Plan, "Goals and Objectives of the Neighborhood Council System." The form of review shall be prescribed by the Department, and the review shall be made public and made available to its Community Stakeholders.

ATTACHMENT A - Map of the Arleta Neighborhood Council



ATTACHMENT B - Governing Board Structure and Voting

Arleta Neighborhood Council – 17 Board Seats

Board Position	# of Seats	Elected or Appointed?	Eligibility to Run for the Seat	Eligibility to Vote for the Seat
Home/Condo Owners Term: 2 Years	3	Elected	Any person who lives within the ANC boundaries and who owns and occupies their place of residence	Any ANC stakeholder, who is at least 14 years of age on the day of the election
Renters Term: 2 Years	2	Elected	Any person that rents and resides in a home, condominium, townhouse or apartment within the boundaries of the ANC	Any ANC stakeholder, who is at least 14 years of age on the day of the election
Businesses Term: 2 Years	1	Elected	Any person who owns and operates a business within the boundaries of the ANC or his/her designee	Any ANC stakeholder, who is at least 14 years of age on the day of the election
Community Based Organizations Term: 2 Years	2	Elected	1. Have carried out activities that involve the community stakeholders who reside within the boundaries of the ANC during the last 12 months immediately preceding the election of the Board. 2. The organization maintains its principal office or headquarters within the area served by the ANC or a majority of the persons affiliated with the organization live within the boundaries of the ANC.	Any ANC stakeholder, who is at least 14 years of age on the day of the election
Faith Based Organizations Term: 2 Years	1	Elected	Any person who belongs to a faith based organization and attends church services within the ANC boundaries. A faith based organization shall not be defined as a community based organization.	Any ANC stakeholder, who is at least 14 years of age on the day of the election
School Term: 2 Years	1	Elected	Any person who works at a school within the boundaries of the ANC or as designated by a school administrator.	Any ANC stakeholder, who is at least 14 years of age on the day of the election
At Large Term: 2 Years	3	Elected	Any person who belongs to any stakeholder group and also those who declare a stake in the neighborhood as a community interest stakeholder.	Any ANC stakeholder, who is at least 14 years of age on the day of the election
Seniors Term: 2 Years	1	Elected	Any person who resides within the boundaries of the ANC and is over the age of 55.	Any ANC stakeholder, who is at least 14 years of age on the day of the election
Youth Group Term: 2 Years	1	Elected	Any person who works with a Youth Group that is located within the boundaries of the ANC and serves the youth that live within the boundaries of the ANC.	Any ANC stakeholder, who is at least 14 years of age on the day of the election
Youth Term: 2 Years	2	Elected	Any person who is between the ages of 14 and 17 and resides within the boundaries of the ANC. A youth representative that turns 18 during his/her term shall be allowed to finish that term.	Any ANC stakeholder, who is at least 14 years of age on the day of the election