



# ARLETA NEIGHBORHOOD COUNCIL

ANC Board Meeting  
Tuesday, February 17, 2015  
6:30 p.m. – 9:00 p.m.

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**Location: Beachy Elementary School Auditorium**  
**9757 Beachy Avenue**  
**Arleta, CA 91331**

The public is requested to fill out a **Speaker Card** to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. The Agenda is physical posted for public review at: Beachy Elementary School-9757 Beachy Avenue, Arleta, CA 91331, and on our website at [www.arletanc.org](http://www.arletanc.org).

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, and other auxiliary aids/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the *Arleta NC Board* at 818-406-6526 or e-mail [president@arletanc.org](mailto:president@arletanc.org)

**Light refreshments will be served.** (Board and community mixer from 6:00-6:30PM)

1. Call to Order, Roll Call. Pledge of allegiance (5 min)
2. Presidents Message (5 min)
3. Review of on the Board of Neighborhood Commissioners Neighborhood Council Board Member Code of Conduct Policy+(Policy Number 2014-2). (5 min)
4. Report from Public Safety Departments from L.A.P.D Senior Lead Officer or any LAFD representatives. Updates from any other government officials (Congressman Cardenas's Office, State Senator Bob Hertzberg's Office, Assemblywoman Patty Lopez's Office, Lorena Bernal, Councilmember's Nury Martinez's Office, Representative from Monica Ratliff's Office, or any other City Departments. (15min)
5. Briefing from Cal-Trans on the 5-Fwy Construction Project in Arleta. (10 min)
6. General Public Comment on Items Not Listed on Today's Agenda (2 min per speaker)

## **Board Business:**

7. Approval of the minutes for the meeting of January 20, 2015 and February 7, 2015.
- 8.a Discussion and possible board action on the treasurer's report. 8 b. Approval of the Monthly Expenditure (M.E.R.) for January 2015 (5 min).
9. Committee reports of from Outreach, Improvement and Budget, and Adhoc Public Safety Committee, Adhoc Bylaws Committee (5 min.)
10. Discussion and possible board action on draft Arleta NC Bylaws changes. (15 min)

## **Presentations/Community information:**

**11.** Presentation from Honorable Monica Ratliff, Board Member, Los Angeles Unified School District. (15 minutes)

**12.** Board comments on items not on today's agenda (2 min per speaker)

**13.a Motion/Discussion/Vote on** a possible board action to submit a letter from the ANC to Council Member Nury Martinez regarding loud parties and nuisance properties.

**13b. Motion/Discussion/Vote on** a possible board action to allocated an amount not to exceed \$300.00 for the printing of an informational flyer about the City of Los Angeles %loud Party Ordinance.+

**14. Motion/Discussion/Vote on** a possible board action to organize a community clean up in the surrounding neighborhood around Beachy Elementary School to be held on Saturday, April 18, 2015 and allocate an a amount to not exceed \$1,000 to purchase any materials, food for volunteers and any required insurance for the event.

**15.a Motion/Discussion/Vote on** a possible board action on accepting the recommendation from the Outreach Committee to fund the Branford Park Annual Egg hunt on April 4, 2015 in the amount not to exceed \$1,000 for the following items (snow cone, popcorn, cotton candy and either magician and/or face painter.)

**15. b Motion/Discussion/Vote on** a possible board action on accepting the recommendation from the Outreach Committee to fund %Movie at the Park+event with Councilwoman Nury Martinez/CD6 on May 22, 2015 in the amount not to exceed \$1,200 for the following items (snow cone, popcorn, cotton candy, and hot dogs). The movie the committee recommended to ask CD 6 to facilitate and pay are: a. Bing Hero 6, b. Maleficent, c. Planes: Fire & Rescue.

**15. c Motion/Discussion/Vote on** a possible board action on accepting the recommendation from the Outreach Committee to purchase outreach materials in the amount not to exceed \$4000 from the PIP printing and Marketing for, but not limited to tote bags, magnets, pen, not pads and/or sport bottle cup.

**16. Motion/Discussion/Vote on** a possible board action on the selection on the selection of ANC Board Officers for President, Vice-President, Treasurer, and Secretary. (Officers serve at the pleasure of the board and are selected for a period of one year.) 16.b. Board Designation of Purchase Card Holder and second signatory. (Ibarra-term expires June 17, 2015, Sencion-term expires June 17, 2015, Magallanes- term expires June 17, 2015, DeLara-term expires March 18, 2015.)

**17. Motion/Discussion/Vote on** a possible board action to fill vacancies on the Arleta NC. Application for the following vacant positions will be accepted and reviewed for ANC action at the board meeting on March 17, 2015. Business Representative (1), Faith Based Group Representative (1). Applications will be reviewed and verified for stakeholder status.

**18.** Update on Arleta Gateway Project.

**19.** Discussion and possible action to create a Grievance Committee per ANC Bylaws Article XI, Section C. Stakeholders interested in serving on a grievance review committee may submit their names to be included in a pool of candidates. The Board will appoint three stakeholders to form the Grievance Committee to review the grievance and prepare a recommendation for the Board.

The Grievance Committee will work under the direction and advise of the Department of Neighborhood Empowerment and the City Attorney's Office Neighborhood Council Advise Division for the duration of the grievance review process. (Stakeholders will be required to follow all policies of the City of Los Angeles, Department of Neighborhood Empowerment, and ANC Code of Conduct.)

**20. Motion/Discussion/Vote on** a possible board action on replacing the current minute taker.

**Board Business:**

**21.** Next meeting of the ANC Board meeting will be March 17, 2015 at 6:30PM at Location to be determined.

**22.** Adjournment

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Please be advised that the bylaws of the Arleta Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the bylaws are available during every meeting.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be obtained from the Department of Neighborhood Empowerment.

## **The Arleta Neighborhood Council Bylaws**

Approved 01-26-2014

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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 shall include both sides of each street named 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 ~~Amboy Laurel Canyon~~ to Eagle Rock Way  
~~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. All seats with the exception of the Youth seat shall be filled by an adult 18 years or older.

The Board shall be comprised of the following Members:

- A. **Home/Condo Owners (43)** – 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 (21)** – any person who resides within the boundaries of the ANC and is over the age of fifty-five (55).
- I. **Youth Group (01)** – 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 (-12)** – 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. The presence of three (3) committee members shall constitute a quorum at committee meetings. 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, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

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 done by rollcall ~~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)

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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. ANC Audio recordings of General Board meetings will be placed on ANC website when available.
- C. No officer or member of the Arleta Neighborhood Council Governing Board or any of its committees shall represent him/herself as speaking on behalf of the Council or Committee, or committing the Council or Committee to an action, unless she/he has been authorized to do so by the Arleta Neighborhood Council Governing Board. Members are permitted to do so by the Arleta Neighborhood Council Governing Board. Members are permitted to do research and make exploratory calls in their official capacity without express approval of the Governing Board, so long as they do not commit the Council to action. Such authorization may be limited or revoked at any time by the Governing Board.

**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. In no event shall a vacant seat be filled where a general election is scheduled to occur within 30 days of the date that a written application is presented to the Board.

**Section 7: Absences** - A Board member shall be permitted a maximum number of ~~threefour~~ (34) absences at ~~regular general board 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 ~~fourthfifth~~ 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 ~~threefour~~ (34) absences, stating that the next absence ~~maywill~~ result in the automatic removal of the Board member. Written notice can be by email ~~andor~~ by first class registered mail to the Board member's last known address with return receipt.

**Section 8: Censure** - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures should be placed on the agenda for discussion and

~~action. 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 ~~and~~ 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. ~~Appeal Process~~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 ~~may be~~ automatic at the ~~fourth~~<sup>fifth</sup> 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 –

A. A Board member may resign in writing from the Council, and the position shall then be deemed vacant.

B. Any member of the Board who ceases to be a Stakeholder is required to submit his or her written 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.~~intentionally left blank~~

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**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 ~~may~~<sup>shall</sup> be one (1) of the officers who may counter-sign the funding documents of the ANC. In the event the Presidency is permanently vacant, the Board will take action to elect a new President at the next scheduled Board meeting.

- 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 data 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 recordsbooks to the Department according to the policy set by the department. Monthlyno 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. Additionally, will maintain inventory records of all ANC equipment/property as required by Department.

**Section 3: Selection of Officers** - Officers maywill be selected by the Board at the first regularly scheduled meeting of the Board following any elections, no- later than the third meeting. If necessary the Board may appoint interim officers until regular officers are selected.

**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 at a minimum of once a -quarter or as necessaryregularly. 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. The Budget Committee will be comprised of the standing committee chairs. Adhoc Committee Chairs can serve as alternates in place of an absent committee chair.
- C. **Community Improvement/Land Use 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. The Chairperson will maintain Stakeholder data safe for future communication.

**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 ~~two~~ (2+) Board Members ~~and may include intended Stakeholder.~~ 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. All Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

A. -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.

B. 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.

C. Removal of Committee Members – Committee members may be removed in the same manner in which they were appointed.

D. The definition of minutes shall be reflected in ANC standing rules.

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## 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.

a. 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

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the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

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- b. Special Meetings – The President or a majority of the Boards shall be allowed to call a Special Council Meeting as needed. A “Special Meeting” shall be defined as a meeting necessary because an issue or concern has come up that requires board action and the item cannot wait for a future board meeting and there is insufficient time to post the regularly required seventy-two (72) hour notice. Special Meetings shall be limited to only agenda items deemed necessary necessary and which required the special meeting to be called in the first place. Twenty-four (24) hour notice is required.

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**Section 2: Agenda Setting** - The Executive Committee shall set the agenda for each ANC meeting. The Executive Committee shall set the Agenda for each Council meeting and can also include a stakeholder option, such as: Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting; the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposals. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under this subsection are subject to the rules regarding reconsideration.

**Section 3: Notifications/Postings** - Seventy-two (72) hours prior to each meeting, notices will be posted at two~~five~~ (25) locations determined by the ANC: ~~(currently Beachy Elementary and Brandford Park)~~ The Outreach Committee, newspapers and electronic media will be utilized to the extent allowed within fiscal capabilities. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification system (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system.

**Section 4: Reconsideration** - The Board may reconsider ~~or~~~~and~~ amend its actions through the following Motion for Reconsideration process:

- a. 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.
- b. 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

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- address a Motion for Reconsideration.
- c. 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").
  - d. 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.
  - e. 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.
  - f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
  - g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

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## **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. ~~Funding Requirements~~ ~~Demand warrants~~ shall be signed by the ~~Treasurer~~ ~~President~~ and countersigned by the ~~second signatory~~ ~~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. Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition shall be the parliamentary authority for the running of all meetings of this Neighborhood Council and its Committees. State, Federal or Local Law shall take precedence where there is any conflict with Robert's Rules of Order.~~ 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.

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#### **Article XIII 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 to these Bylaws requires a 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.~~

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#### **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.

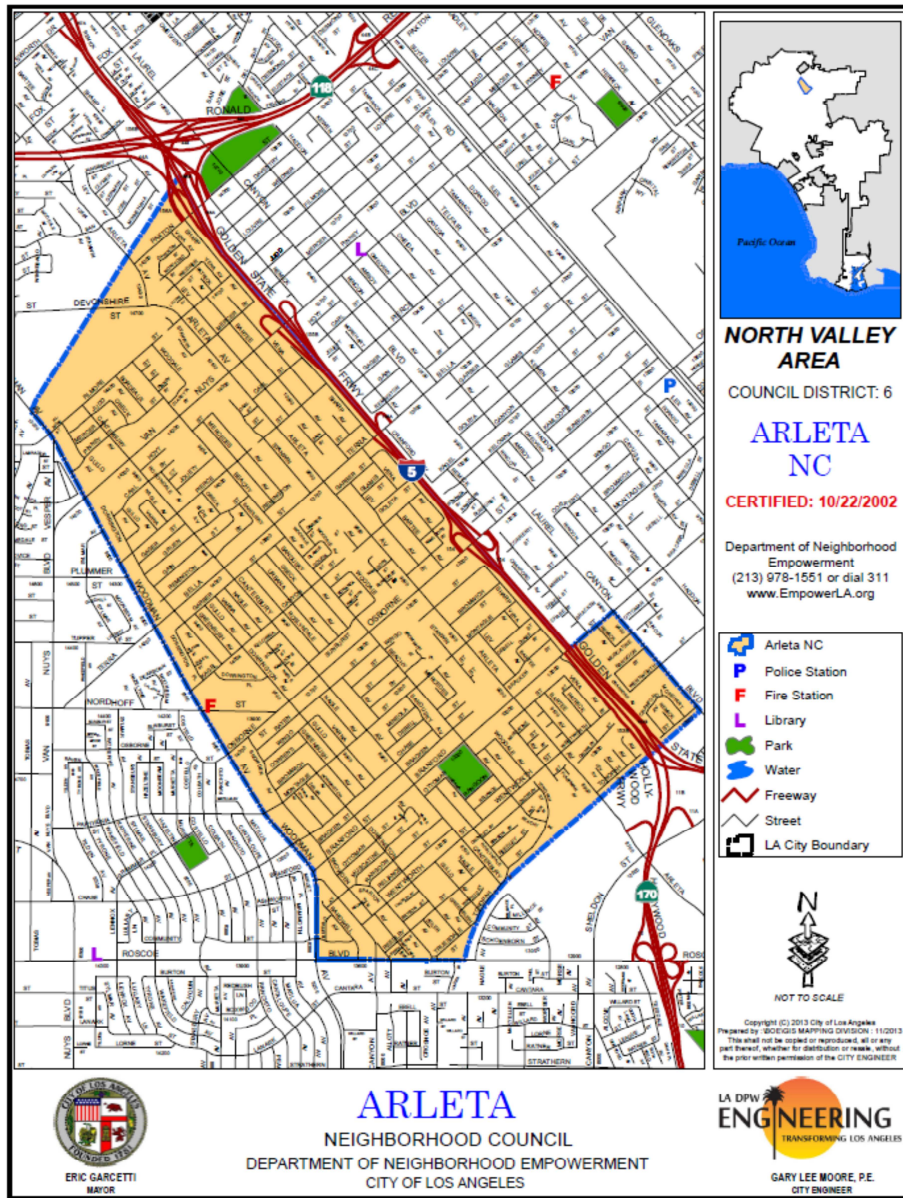
Section 1: Code of Civility – ~~The Council, its representatives, and all community Stakeholders shall conduct all council business in a civil, professional and respectful manner.~~ Intentionally left blank.

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 sixty (60) days of being seated, or they will lose their Council voting rights with the exception when training is unavailable. Board members are required to notify Secretary upon completion of all required 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	<del>4</del> 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	<del>2</del> 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
<del>Youth Group</del> <del>Term: 2 Years</del>	<del>0</del> 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	<del>1</del> 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