

Boyle Heights Neighborhood Council Bylaws

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Article I – NAME

The name of this organization shall be the Boyle Heights Neighborhood Council (BHNC).

Article II – PURPOSE

1. The purpose of the BHNC shall be to promote a more vibrant community in the Boyle Heights neighborhood by establishing and open line of communication between the BHNC, the City of Los Angeles, here-in known as "City," the government, and other neighborhoods.
2. In addition, the BHNC shall:
 - (a) Develop a sense of personal pride and responsibility in the Stakeholders for both their neighborhood and their City, fostering a sense of community.
 - (b) Assist the City and the Boyle Heights neighborhood in finding solutions to common issues.
 - (c) Provide and open process by which all Stakeholders of the BHNC may involve themselves in the affairs of the community.
 - (d) Educate Stakeholders so that they can make informed decisions about the quality and condition(s) of their community.
 - (e) Recruit board members and committee members that reflect the diversity of the community.
 - (f) Inform the City government of the community's priorities; make recommendations on the City budget; and provide input to the Stakeholders on the efficiency and effectiveness of the government's delivery of services
 - (g) Inform the BHNC Stakeholders of City changes in policies, procedures, laws, codes and ordinances; upcoming meetings, events, and other changes or information that may effect their community.

Article III – BOUNDARIES

Section 1: Boundaries Description –

1. The boundaries of the BHNC shall follow the traditional boundaries for the Boyle Heights Community Plan as set forth in the City of Los Angeles Planning and Land Use Map for Boyle Heights.
 - (a) The boundaries are described as the following:

Starting at Cesar E. Chavez Avenue and the Los Angeles River, EAST on Cesar E. Chavez Avenue to Mission Road. NORTH on Mission Road to Marengo Street. EAST on Marengo Street to the 10 Freeway. East on the 10 Freeway to the Los Angeles City limit. Around Los Angeles City limit to the Los Angeles River. North on the Los Angeles River to Cesar E. Chavez Avenue.
2. See map – Attachment A.

Section 2: Internal Boundaries

1. Area 1 (NW Unit) For boundary – see ATTACHMENT A
2. Area 2 (NE Unit) For boundary – see ATTACHMENT A
3. Area 3 (SE Unit) For boundary – see ATTACHMENT A
4. Area 4(SW Unit) For boundary – see ATTACHMENT A

Article IV – STAKEHOLDER

BHNC Stakeholders are defined as any individuals who live, work or own real property in the neighborhood 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 BHNC's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

Article V – GOVERNING BOARD

Section 1: Composition –

1. The Governing Body of the BHNC shall be the BHNC Board of Directors ("Board," or "Council"). The BHNC Board shall comprise of nineteen (19) members (Board Members), who shall be elected from and by the BHNC Stakeholders over the age of 18 as follows:
 - (a) Four (4) Area Seats, one from each Area as defined in Attachment A;
 - (b) Fourteen (14) Community Seats;
 - (c) One (1) Community Interest Seat.
2. The Board, to the extent possible, shall reflect the diversity of the BHNC Stakeholders. Accordingly, no single Stakeholder group shall comprise a majority (ten or more) of the BHNC Board unless extenuating circumstances are warranted and approval is granted by the Department of Neighborhood Empowerment (Department).

Section 2: Quorum –

1. **Board Meetings:** Any meeting requesting the presence of the full Board, or meeting requiring Board action ("General Board Meeting," "Special Board Meeting," or "Board Retreat,") shall require a minimum of ten (10) Board Members for quorum to be established.
2. **Standing Committee Meetings:** Unless specified elsewhere in the Bylaws; Standing Committees require at minimum, a majority of the total committee members as established prior to the scheduled meeting (relayed to the President, Vice President, Secretary and listed on the agenda) for quorum to be established.
3. **Area Meetings:** require only the presence of the Area Seat representative for quorum to be established. OR require no quorum.
4. **Ad Hoc Committees:** Shall establish quorum guidelines upon creation, and prior to the first meeting, or default to the majority of the total committee members as established (relayed to the President, Vice President, Secretary and listed on the agenda) prior to the scheduled meeting for quorum to be established.

Section 3: Official Actions A "simple majority vote," (defined as a majority vote by the Board Members present and voting, not including abstentions, which act as neither a "yes" vote) at an "established meeting" (a meeting at which there is quorum) shall be required to take official action, unless specified otherwise in the Bylaws.

1. Meeting Vote Requirements:
 - (a) **Board Meetings:** Unless specified elsewhere in the Bylaws; A **simple majority** vote by the **Board** present and eligible at a meeting at which there is a quorum shall be required to take official action;
 - (b) **Standing Committee Meetings:** Unless specified elsewhere in the Bylaws; A **majority** vote by **Standing Committee** members present at an established Standing Committee meeting shall be required to take action;

- (c) **Area Meetings:** Area representatives maintain sole discretion of the methods regarding which items to take action on;
- (d) **Ad Hoc Committee Meetings:** Shall establish voting guidelines upon creation, and prior to the first meeting, or default to a **majority** vote by **Ad Hoc Committee** members present at an established Ad Hoc Committee meeting shall be required to take action;
- (e) **Board Retreats:** No actionable items requiring community vetting and requiring Board approval may be taken, with the exception of future Board Retreat meetings. Which shall require a majority vote of those present. (Board Retreats cannot be used to circumvent General Board Meetings.)

Section 4: Terms and Term Limits –

1. Terms will begin at the installation of the Board at the first BHNC Board Meeting after the General Election; The fourth Wednesday of June every **even** year.
 - (a) The term for a Board Member shall be two (2) years; There shall be no term limits for serving as a BHNC Board Member;
 - (b) The term for a Board Member who was installed to fill a vacant position shall be the remainder of the term cycle;
 - (c) Board Members and/or Executive Officers removed and/or reinstated to their previous positions shall have all statuses continue as if uninterrupted, including attendance totals and term limits.
 - (d) Board Members shall remain in office until a new Board is seated.

Section 5: Duties and Powers –

1. The primary duties of the Board shall be to govern the BHNC and to carry out its objectives. The Board shall establish policies and positions of the BHNC at its meetings. No individual member of the Board (except for the President) shall speak for the Board or otherwise publicly represent a Board position unless delegated to do so by the President.
2. The BHNC shall advise the City government or any other level of government on matters concerning the general health, safety and welfare of the neighborhood. These matters could involve but are not limited to, community development, land use, transportation, education, services, public safety and environmental conditions.
3. Every Board Member shall participate in the BHNC's outreach activities.
4. The BHNC shall cooperate with other Neighborhood Councils on issues that might be of general or mutual concern and participate in the citywide Congress of Neighborhood Councils.
5. Board Members are expected to attend all General and Special Board Meetings.
6. Board members are expected to serve on at least one (1) committee.
7. The BHNC will encourage all Stakeholders to participate in its activities and will not discriminate against individuals or groups on the basis of race, religion or lack thereof, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, citizenship status, natural language or political affiliation(s).
8. Any Stakeholder within the BHNC boundaries who is 18 (eighteen) years or older may complete a BHNC registration form and become a BHNC Voting Member.
9. Neither the BHNC nor any Board Member purporting to speak on its behalf shall endorse any candidate for public office or ~~any~~ political party, nor bill or proposition.

10. Membership rosters of the BHNC shall not be used for political, commercial, or any other activity not directly related to the BHNC and its functions.
11. Area Officers are required to actively outreach and maintain lines of communication with Stakeholders and Groups within their respective areas.

Section 6: Vacancies –

1. A Vacant position herein is defined as any available position within the BHNC's Board, its Officers, or Committees that requires a vote to be elected or selected to.
 - (a) If all Board Seats are not filled after the general election, they shall be filled by a simple majority vote of the filled Board Seats, present at an established Board Meeting.
 - (b) Board Seats vacated before the natural expiration for their term shall be filled by a simple majority vote of the remaining Board Members present at an established Board Meeting.
 - (c) Board Members and/or Executive Officers removed and/or reinstated to their previous positions shall have all statuses continue as if uninterrupted, including attendance totals and term limits.
2. Vacant Executive Officer positions will be governed by Article VI, Section 3.
3. Vacant Standing Committee positions will be governed by Article VII, Section 1.
4. Vacant positions will be posted on social media, the BHNC website, and agendized at each Board meeting until the vacancies are filled.

Section 7: Absences -

1. Each Board Member absence shall be recorded in the BHNC's meeting minutes, or other manner of BHNC record keeping, by the Secretary and that, upon missing the required number of Board meetings for removal, the BHNC Presiding Officer shall provide notice to that Board Member that their seat has been declared vacant.
2. Board attendance shall be counted using a twelve (12) month moving calendar. Each absence shall remain on the member's records until the 12-month anniversary of the absence.
 - (a) Absence from:
 - i. Three (3) consecutive Board meetings, including excused absences, shall be deemed a "failure to consistently attend."
 - ii. Four (4) Board meetings, not including excused absences, within the last twelve (12) months shall be deemed a "failure to consistently attend."
 - (b) Board **approved Minutes** shall stand as the "**official record**," and a summary record will be maintained online for public review.
 - (c) Any meeting of the BHNC Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.
 - i. All BHNC meetings where a ten (10) quorum is required to take action, including regularly meetings, special meetings, and meetings canceled due to quorum failure shall count towards attendance.
 - ii. Board retreats, committee meetings and any meeting where board action is **not** required will not count towards attendance totals.

- iii. Joint Meetings (as defined in Article VIII), where Board action **is** required, **will** count towards attendance totals.
- (d) When a Board Member reaches this limit, and has shown a "failure to consistently attend," they shall automatically be considered to have resigned and removal shall not require Board action.
 - i. Notification will be provided to the Board Member within seven (7) days;
 - ii. The Board Member will not be allowed to vote on any Board actions while awaiting confirmation of removal.
 - iii. Notification to the Board will be provided after confirmation with the Department;
 - iv. Notification to the Public will be provided at the following Board Meeting, and/or after notification of the Board;
 - (e) Board Members who are removed due to absences and re-instated shall be allowed one (1) more absence within a twelve month time frame as established from the first occurrence, before being removed and barred from a Board Seat until the next BHNC General Elections.
 - (f) Board attendance shall be counted from Board installation, until a new Board is seated. At which time attendance totals will be reset.
1. **Tardies** – Arrival to a Board Meeting more than thirty (30) minutes after the scheduled start time of a Board Meeting shall be marked as a tardy. For every two (2) tardies you will be given one (1) absence.
 2. **Incomplete Attendance** – Leaving prior to adjournment shall constitute an "Incomplete Attendance." Two (2) such instances shall be counted as one (1) absence.
 3. **Errors & Disputes** – Verification or disputes regarding absences occurrences must occur prior to the vote to approve the Board Minutes.

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 be 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 –

1. Any Board Member may resign by submitting a written resignation to the Secretary. The Board does not have to take action to accept resignations.
2. Upon receipt of resignation, the position shall immediately be deemed vacant.
3. The Board will then immediately announce via the BHNC website and social media, that a position on the Board has opened up.
4. The item will be agendaized on the next Board Meeting, for announcement and possible action to elect a replacement.
5. The BHNC will also follow any guidelines as established under Article V, Section 6 "Vacancies."

Section 11: Community Outreach –

1. The BHNC shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the BHNC, including its Board Elections, Vacant Board and Liaison positions, and to encourage all Stakeholders to seek leadership positions within the BHNC.
2. The BHNC shall maintain a website and online presence to disseminate information to Boyle Heights Stakeholders and others interested in the BHNC.

3. **All** BHNC Board Members are responsible for community outreach and must maintain **reasonable** active participation within the BHNC outreach activities.

Article VI – OFFICERS

Section 1: Executive Officers of the Board -

1. There shall be six (6) Executive Officers of the BHNC: President, Vice President, Secretary, Treasurer, Outreach & Special Events, and Planning and Land Use.
2. Executive Officers are expected to attend all BHNC Board ~~and Executive Committee~~ meetings.
3. Executive Officers are expected to attend all Executive Committee meetings.

Section 2: Duties and Powers

1. President (Presiding Officer)

- (a) Chairs the Board and Executive Committee meetings.
- (b) Sets agenda for Executive Committee meetings.
- (c) Appoints chairs of the Ad Hoc Committees.
- (d) Acts as chief liaison with the City and other government agencies.
- (e) Has final approval of all BHNC correspondence.
- (f) Is an ex-officio member of all BHNC committees

2. Vice President

- (a) In the absence of the President, acts as "Presiding Officer" described in Article VI, Section 1(a).
- (b) With consent of the President, may act as Ex-Officio in lieu of the President
- (c) Acts as chief liaison with other Neighborhood Councils.
- (d) Oversees Board Member compliance with all government training requirements.
- (e) Oversees inventory along with Treasurer.
- (f) Serves as Chair of the Neighborhood Committee.

3. Secretary

- (a) Receives materials and compiles agendas for Board and Executive Committee meetings with approval of the President.
- (b) In accordance with Article VIII, Section 2. Responsible for recording minutes of ~~both~~ the Executive Committee, Board Retreats and Board Meetings. Presents the minutes for approval at the next posted meeting.
- (c) Responsible for recording of attendance, and ensures the record is available via the BHNC website for review.
- (d) Maintains BHNC permanent records and assures their availability to Stakeholders upon request and via the BHNC website.
- (e) In accordance with Article VIII, Section 3. Responsible for ensuring that Board and Executive Committee meeting notices are posted in a timely manner and distributing them to the BHNC Board and the Department.
- (f) Receives and distributes all mail and e-mail correspondence.

4. Treasurer

- (a) Responsible for overseeing the BHNC's finances.
- (b) Responsible for maintaining inventory with the Vice President.
- (c) Requests disbursements from the Office of the City Clerk with supporting documentation.
- (d) Prepares monthly budget updates and reports of receipts, expenditures, and balances.
- (e) Maintains the records finances and performs duties in accordance with the BHNC's Financial Accountability Plan (see Article IX) and the Office of the City Clerk's policies and procedures.
- (f) Chairs the Budget Committee.
- (g) Responsible for uploading approved budget documents to the BHNC website.

5. Outreach and Special Events

- (a) Publicizes BHNC meetings, special events, and other BHNC activities.
- (b) Develops and supervises an on-going outreach plan and coordinates efforts to ensure participation by community Stakeholders.
- (c) Reports outreach activities and recommendations to the Board at the monthly BHNC Board meetings.
- (d) Chairs the Outreach Committee.
- (e) Responsible for maintaining the BHNC website, social media outlets and BHNC mailing list.
- (f) Organizes all BHNC Special Events.
- (g) Announces accomplishments made by the Board, including highlights of Board Meetings, funding of NPG and upcoming events, on social media.

6. Planning and Land Use

- (a) Chairs the Planning and Land Use Committee
- (b) Represents the BHNC Board's positions at Area Planning, Zoning, and other Los Angeles city land use meetings.
- (c) Selects land use items for Committee and Board review.
 - i. Actively seeks out possible land use items.
 - ii. Maintains open communications with Transportation and Environment Chair, Neighborhood Committee Chair regarding Stakeholder concerns.

Section 3: Selection of Officers –

- 1.** Executive Officers, unless specified here-in,
 - (a) are selected by a simple majority vote of the Board at a noticed Board Meeting;
 - (b) are selected at the first meeting following being elected to the BHNC and each year there after.
 - (c) The selected Officers shall continue their term until subsequent Officers are seated following the next

Executive Officer elections.

- (d) Planning and Land Use (PLUC) officer shall be elected by a simple majority vote of the Board present, at the May or June General Board Meeting each year. BHNC board stakeholders and community PLUC members, if any, may be selected at this meeting, as well.
- (e) Any Executive Officer may resign by submitting a written resignation to the Board. The Board does not have to take action to accept resignations. Upon receipt of resignation, the position shall immediately be deemed vacant and agendized for the first subsequent BHNC General or Special Board Meeting for selection and vote.
- (f) A vacated Executive Officer position shall be elected by a simple majority of the Board in attendance at a noticed Board Meeting.

2. Area Officers

- (a) Elected Area Seat representatives shall serve as corresponding Area Officers;
- (b) Area Officers are ineligible to serve as Executive Officers.

Section 4: Officer Terms –

1. Terms of BHNC Executive Officers are as follows:

- (a) The term for an Executive Officer shall be one (1) year;
- (b) The term for an Executive Officer shall begin every fourth Wednesday of June.;
- (c) Executive Officers shall not serve more then two (2) consecutive terms in the same position;
 - i. A Board Officer selected by the Board to fill a vacant Executive Officer seat shall not have this partial term count towards their two (2) term time of service.
 - ii. The term for a Executive Officer who was removed from the Board, reinstated, and installed to fill the same vacant Executive Officer position shall be counted towards their two (2) term time of service.
- (d) Executive Officers, with the exception of the PLUC Chair, may be removed by a two-thirds (2/3) vote of the entire seated Board;
- (e) The PLUC Chair may be removed with by a simple majority vote of the Board Members present and voting;
- (f) Executive Officers shall remain in office until the new corresponding Executive Officers are elected.
 - i. If this time frame exceeds two (2) months, it shall count as a second term.
- (g) Executive Officers may be removed for failure to comply with Article VII, Sec. 1. Standing Committee meeting minimum requirements.

2. Terms of BHNC Area Officers reflect those of Area Seatholders.

Article VII – COMMITTEES AND THEIR DUTIES

Section 1: Standing –

- 1. Standing Committees must meet at least every two (2) months, unless specified within the Standing Committee description.**

- (a) Failure to meet the minimum meeting requirement twice will result in the Chair of the Committee to be placed on the Board Agenda for consideration of removal from chair and/or executive officer position and replacement.
- 2. Unless specified in the Standing Committee description, no more than five (5) Board Members may serve on a Standing Committee.
- 3. BHNC Standing Committees shall be, and be structured as follows:

(a) Executive Committee

- i. Consists of nine (9) BHNC Board Members:
 - 1. The six (6) Executive Officers.
 - 2. Three (3) Non-Executive BHNC Board Members, selected from the thirteen (13) Non-Executive BHNC Board Members and elected by the thirteen (13) Non-Executive Officers, following the selection of the Executive Officers.
- ii. Chaired by the President, or by the Vice President in the absence of the President.
- iii. Sets the BHNC Board Meeting Agenda(s).
 - 1. Does not discuss the merits of the proposed agenda items.
 - 2. May refer proposed items to a committee for vetting before being placed on the Board Agenda.
- iv. The Executive Committee shall meet at least monthly and cannot occur less than five (5) days (120 hours) prior to a Board Meeting.
 - 1. If the Executive Committee fails to meet due to quorum failure. The BHNC Presiding Officer may set the Agenda.
- v. Can veto the Ad Hoc Committee Chair appointments.

(b) Planning and Land Use Committee (PLUC)

- i. The PLUC consists of seven (7) persons, all elected by a simple majority vote of the Board to include:
- ii. The chair;
- iii. Two (2) non-Executive members of the BHNC Board;
- iv. Four (4) non-Board BHNC Stakeholders that have formally communicated their desire to the BHNC to serve on the PLUC and can commit to serving on the PLUC for at-least one (1) year.
- v. Quorum for the PLUC will always be 4 members.
- vi. No more than three (3) BHNC Board Members (including the chair) may serve on this committee simultaneously, with the exception of the President (or Vice President) who is an ex-officio member of this committee.
- vii. As ex-officio member, the President (or Vice President) can be counted for quorum, motion, and voice their opinion during discussion but can only vote when there is a vacancy on the PLUC (The absence of a PLUC member is not a vacancy).
- viii. The Board shall, within sixty (60) days after beginning their term, hold a Board meeting outlining the process to elect all seven (7) PLUC members.

- ix. Any PLUC member, may be removed from service by a simple majority vote of the Board.
- x. Vacancies shall be filled in the same manner that committee members were originally elected.
- xi. BHNC Board Members who serve on the PLUC and resign from the BHNC may retain PLUC membership if a vacant Community Stakeholder seat is available.
- xii. Reviews, takes public input, reports on and makes recommendations of actions to the Board on any land use and planning issues affecting the community.
- xiii. Provides recommendations to the BHNC in the form of a written report, which shall include a project description, pros & cons, a summary of community input and any PLUC findings.
 - 1. The PLUC should notice any vacancy within 30 days of a seat being vacant and the Board should fill that vacancy within a 60-day period.

(c) Neighborhood Committee

- i. Chaired by the Vice President.
- ii. Consists of, at a minimum, the four (4) Area Officers plus the Chair. No more than five (5) Board Members, including the Chair, may serve on this committee simultaneously. With the exception of the President who acts as ex-officio member of all committees.
- iii. If a vacancy exists in minimum requirements, the vacancy must be filled prior to any further action by the committee. The Neighborhood Committee should notice any vacancy within 30 days of a seat being vacant and the Board should fill that vacancy within a 60-day period.
- iv. As ex-officio member, the President can be counted for quorum, motion, and voice her/his opinion during discussion but can only vote when there is a vacancy on the Neighborhood Committee (The absence of a Neighborhood Committee member is not a vacancy).
- v. Promotes greater awareness of available City resources and services and act as a conduit between the BHNC Board and the Boyle Heights neighborhood, assisting in community outreach, and bringing neighborhood issues to the attention of the Board.
- vi. Non-Board BHNC Stakeholders may be elected or selected to the Neighborhood Committee by a simple majority of the Neighborhood Committee at an established Neighborhood Committee Meeting.
- vii. Non-BHNC Stakeholders representing other neighborhoods, or other neighborhood interests, may be added upon a majority three (3) vote of the four (4) Area Officers and the Chair.

(d) Outreach and Special Events Committee (Outreach Committee)

- i. Chaired by the Outreach & Special Events Officer.
- ii. Develops an Outreach Plan for Board Approval.
 - 1. Requests funding through the Budget & Finance Committee.
 - 2. The outreach plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.
- iii. Coordinate efforts to ensure BHNC presence in the community and maximum participation of Stakeholders in BHNC meetings and community activities.
- iv. Seeks out key community organizations for NPGs and projects for collaboration.

(e) Budget and Finance Committee (Budget Committee)

- i.** Chaired by Treasurer.
- ii.** The budget committee shall meet monthly
- iii.** Oversees and administers all BHNC financial matters, including a system of financial accountability as required by the Office of the City Clerk and the City of Los Angeles.
- iv.** Creates and proposes annual budget, including itemized budget, for Board approval prior to the start of a fiscal year.
- v.** All budget & finance items must be presented to the budget & finance Committee for review and recommendation, before being presented to the BHNC Board at a scheduled Board Meeting.
- vi.** Prepares monthly expenditure reports (MERs) for Board approval

(f) Rules and Elections Committee (REC)

- i.** Chaired by a Non-Executive BHNC Board Member nominated by the Executive Committee or nominated at a BHNC Board Meeting, and approved by a simple majority vote of the Board.
 - 1.** The term for the Rules and Elections Committee Chair shall be the remainder of the Board member's Board Term.
 - 2.** No Board Member may serve more than two (2) consecutive terms as Rules and Elections Committee Chair.
- ii.** Organizes and executes elections (per Article X).
 - 1.** Rules & Elections Committee Chair oversees all BHNC Board internal elections.
- iii.** Proposes Election Procedures, Standing Rules, and Bylaws amendments to the Board for approval.
 - 1.** Reviews and makes recommendations on Community Impact Statements requested by the City pertaining to Election Procedures, Standing Rules, or bylaws amendments.
- iv.** Holds grievance hearings (per Article XI), and makes findings and recommendations to the Board.
- v.** Reviews Bylaws, the Brown Act, the Department's updated guidelines, and all other Board requirements (Article XIV) to help ensure Board Compliance.
- vi.** Ensures that Election Procedures & current Standing Rules are uploaded to the BHNC website for public review.
- vii.** Ensures that:
 - 1.** proposed bylaws are uploaded to the website and available for Stakeholder review;
 - 2.** the latest finalized and approved bylaws are current and uploaded to the website;
 - 3.** all Board Members have a copy of the latest approved bylaws.
- viii.** Maintains a list of board approved community interest groups who can participate in neighborhood council elections

(g) Transportation and Environment Committee (TEC)

- i. Chaired by a Non-Executive BHNC Board Member nominated by the Executive Committee or nominated at a BHNC Board Meeting, and approved by a simple majority vote of the Board.
 - 1. The term for the Transportation and Environment Committee Chair shall be the remainder of the Board member's Board Term.
 - 2. No board member may serve more than two (2) consecutive terms as Transportation and Environment Committee Chair.
- ii. Reviews, takes public input, makes recommendations of actions, including Community Impact Statements, to the Board on any transportation, street safety and environmental issues affecting the community.
 - 1. Works with the Neighborhood Committee and Outreach & Special Events Committee for the purposes of outreach.
- iii. Provides the Board, it's committees, and the community with updates on all environmental issues affecting Boyle Heights.

Section 2: Ad Hoc -

- 1. Ad Hoc committees may be created by:
 - (a) a majority vote of the entire Executive Committee, including vacancies and absences, which shall also approve the committee's Mission Statement;
 - (b) a simple majority vote of the Board which shall also approve the committee's mission statement.
- 2. The committee shall have a termination date of no longer than one (1) year following its creation and no further than the end of the Board term.
- 3. Ad Hoc committee chairs shall be appointed by the President,
- 4. Ad Hoc committee chair appointments may be vetoed by a simple majority vote of the Executive Committee at the first Executive Committee Meeting following appointment; or a simple majority vote of the BHNC Board at the first Board Meeting following the appointment.
- 5. Ad Hoc committees shall be agendized, noticed, and conducted in keeping with the Brown Act, and subject to Article VIII of these Bylaws.

Section 3: Committee Creation and Authorization

- 1. **Committee Structure -**
 - (a) Unless specifically stated in other parts of these bylaws, committee members shall be appointed by the Committee Chair;
 - (b) Unless specified in Article VII (Committees and their Duties), Committee membership shall be open to all Stakeholders, including non-BHNC Stakeholders;
 - (c) All committees shall have a minimum of three (3) members.
- 2. **Reports -**

- (a) The Chairs shall provide regular reports on committee matters to the Vice President for presentation to the Board and Stakeholders;
 - (b) Reports will be saved for yearly self-assessment (see Article XIV, Section 3).
3. **Committee Meetings** –
- (a) Committee meetings are subject to and shall be conducted in accordance with Article VIII of these Bylaws and the dictates of the Brown Act;
 - (b) Minutes and attendance, shall be taken at every Committee meeting.
4. **Removal of Committee Members** –
- (a) Unless specifically stated in other parts of these Bylaws, Committee ~~chairs and~~ Members may be removed by the Committee Chair for the following reasons:
 - i. Absences – Unless specified in the committee duties (Article VII, Section 1 & Section 2), or specified as a committee standing rule, committees will duplicate the guidelines set forth in Article V, Section 7 and apply them to the committee;
 - ii. Resignation – Any Committee Member, other than the Chair, may resign by submitting a written resignation to the Committee Chair. The Committee Chair does not have to take action to accept resignations;
 - iii. Violation of Article XIV, Compliance, where applicable to Stakeholders.
 - (b) Unless specifically stated in other parts of these Bylaws, Committee Chairs may be removed for the following reasons:
 - i. Absences – Unless specified in Article VII, Section 1 & Section 2, committees will follow the guidelines set forth in Article V, Section 7 regarding Board absences;
 - ii. Resignation – Any Committee Chair may resign by submitting a written resignation to the Vice President and Secretary. The Vice President and Secretary do not have to take action to accept resignations; Committee Chair resignation;
 - iii. Violation of Article XIV, Compliance;
 - iv. Petition – As governed by Article V, Section 9.
 - v. Violation of Article VII, Section 1. Failure to meet Standing Committee minimum requirements.
 - (c) Committee Chair removal does not disband committee appointments;

Article VIII – MEETINGS

- 1. 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. All BHNC meetings shall be open to the public.
 - (a) Minutes & attendance shall be taken at all BHNC meetings.
 - (b) Notice of public recording and publishing of meetings (**Cal Gov't Code 54953.5(a),-.6**) must be provided to the community.
 - (c) Any audio/visual recording of meetings taken by the Board, must be retained for a period of at least 6 months, and made available to the public.

Section 1: Meeting Time and Place -

1. All meetings shall be held within the BHNC boundaries at a location, date and time set by the Board.
2. Translation in English, Spanish, and other languages will be made available at all meetings with a prior seventy-two (72) hour request.
3. A calendar of regular meetings shall be established by the Board (BHNC Calendar) at its first regular meeting of each **calendar** year.
 - (a) BHNC Calendar will be:
 - i. Provided to the BHNC Board;
 - ii. Made available via the BHNC website;
 - iii. Updated to contain Committee regularly scheduled and special meeting times/dates.
 - iv. Updated to contain government hearings, dates and times relevant to Agendized items.
 - v. Updated to contain non-Board community meetings relevant to the Boyle Heights neighborhood.
 - vi. The responsibility of all elected Board Members, but managed by the Outreach Officer and the Secretary.

4. Regular Meetings -

- (a) Regular BHNC Board meetings shall be held at least bi-monthly 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 Chair shall determine the length and format of the period as appropriate.
 - i. Per these Bylaws, a Calendar of regular meetings shall be established each **calendar** year by the elected president (Article VIII, Section 1).
 - ii. Per the Brown Act Section 54954(a). Any meeting for which an agenda is posted at least 72 hours in advance is considered a regular meeting;
 - iii. Regular meetings, including those canceled due to quorum failure, shall count towards attendance (Article V, Section 7);
 - iv. Meetings canceled prior to the scheduled start time and notified per Article VIII, Sec. 3.2, and do not count towards attendance.
- (b) BHNC **Standing Committee** meetings shall be held at least bi-monthly and may be held more frequently as determined by the Committee Chair.
 - i. Standing Committee Chairs will establish a calendar of regular meetings within two (2) weeks of being selected to the position.
 - ii. Prior to any action by the Committee, there shall be a period of public comment.
 - iii. The Chair shall determine the length and format of the period as appropriate.
 - iv. Standing Committee meetings will not count towards Board attendance.
- (c) **Ad Hoc Committees** will include a calendar of regular meetings in their mission statement. Prior to any action by the ad hoc committee, there shall be a period of public comment. The Chair shall determine the length and format of the period as appropriate.

- i. Ad Hoc Committee meetings will not count towards Board attendance.
- (d) **Area Meetings** – Area Officers will at minimum establish a calendar of regular one (1) hour bi-monthly community meetings, workshops or informational meetings within their respective areas. (per Article V.5.10.);
 - i. Area meetings will be used to:
 - 1. Promote greater awareness of available City resources and services (Article VII, Sec. 1.3 (c) v.);
 - 2. Act as a conduit between the BHNC Board and the Boyle Heights neighborhood by reporting to the Neighborhood Committee any community issues, suggestions, or other information relevant to the Stakeholders from their respective Areas. (Article VII, Sec. 1.3 (c) ii.);
 - 3. Work in conjunction with BHNC Outreach Committee & general BHNC outreach activities, by assisting with the community outreach within their respective areas (Article VII, Sec. 1.3 (c) v.);
 - ii. Area meetings will not count towards Board attendance.
- 5. **Special Meetings** - The President or a majority of the Executive Committee shall be allowed to call a Special Meeting as needed. A Special Meeting may be called with twenty-four (24) hours notice and posting of the agenda.
 - (a) Committees, other then the Executive Committee, cannot call a Special Meeting.
 - (b) Special Meetings where a ten (10) quorum is required will count towards attendance.
 - (c) All special meetings, including those canceled due to quorum failure, shall count towards attendance (Article V, Section 7).
 - (d) Regular Meetings cannot be agendized as Special Meetings.
- 6. **Informational Meetings, Workshop, and Board Retreats** – All other types of meetings fall under these minimum requirements.
 - (a) Informational Meetings –
 - i. Can substitute for Area Meetings.
 - ii. Can be held in the event of Quorum failure, but do not substitute an official meeting and no Board actions may be taken;
 - iii. Do not require an agenda.
 - (b) Workshops –
 - i. require 3 weeks prior notification to the BHNC Board.
 - ii. Can substitute for Area Meetings;
 - iii. Do not require and agenda.
 - (c) Board Retreats –
 - i. Require at least one (1) week prior notification.
 - ii. Require an agenda posted at minimum seventy-two (72) hours in advance. Not including weekends, federal or state holidays.

- iii. No Board action affecting the general interests of Boyle Heights may take place.
- iv. May not take place within 24 hours prior to a General Board Meeting.
- v. May not take place within 24 hours following the adjournment of a General Board Meeting.

7. Canceling/Canceled Meetings

- (a) Meetings canceled due to quorum failure count towards attendance per Article V, Section 7;
- (b) Canceled Meetings require notification more than twenty-four hours prior to the scheduled start time & must follow the guidelines set forth in Article VIII, Sec. 3.2, to be considered canceled and not count towards attendance.

Section 2: Agenda Setting -

1. BHNC Board meeting agendas shall be set by a majority vote of the Executive Committee. The Executive Committee shall create a policy of agenda item submission. Committee agendas and agenda submission shall be set by the Committee Chairs.
 - (a) In the event of quorum failure during a regularly scheduled, or special meeting. The BHNC President may set the agenda.
 - (b) BHNC agendas cannot be set less than twenty-four (24) hours prior to a Board Meeting.
2. Minutes shall be recorded at all Board and committee meetings and shall be presented at the next meeting for approval. Until approval, all minutes shall contain a “draft” watermark. Approved minutes shall be submitted to the Secretary and uploaded to the BHNC website.
3. Agenda format(s) shall include the following:
 - (a) Header:
 - i. The City Logo;
 - ii. The BHNC Logo;
 - iii. Names of the Board/Committee Members w/ positions.
 - (b) Title:
 - i. "Boyle Heights Neighborhood Council"
 - ii. Type of meeting;
 - iii. Location of meeting;
 - iv. Date and time of meeting
 - (c) Body:
 - i. Line items for:
 - (1) Call to Order;
 - (2) Welcome & Roll Call;
 - (3) Pledge of allegiance;
 - (4) General Public Comments;
 - (5) Government Reports;
 - (6) Board announcements;
 - (7) Announcement(s) of any vacant Board/Committee & Liason positions, and the filling of any vacant Board/Committee & Liason positions;
 - ii. Outline format (Recomended):

(1) Item #, section (a), sub-section (i), number (1), repeat format;

(d) Footer:

- i. Brown Act Language as required by the Department;
- ii. ADA language as required by the Department;
- iii. Notification of California Government Code 54953.5(a), -6, regarding the Open Meetings policies on the Audio/Visual recordings of Public Meetings.

4. Submission of the agenda **must** be sent to:

- (a) the Department (NC Support & the Department liason);
- (b) the President, Vice President & the Secretary, who shall be responsible for Board & Community distribution (Article VI, Sec. 2.1-3)
- (c) the BHNC webmaster.

5. Agenda submissions to the Department must include:

- (a) The date, time and name of the meeting in the subject box of the email.

Section 3: Notifications/Postings -

1. Notice of a regular Board or Committee meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a Special Meeting.
 - (a) At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act in compliance with City of Los Angeles Neighborhood Council posting policy, and these Bylaws.
 - (b) An updated listing of the Neighborhood Council's physical posting location(s) shall be kept on file with the Neighborhood Council, and posted on the Council's website.
2. **Canceled Meetings** – Any meetings scheduled and noticed per the Brown Act that is canceled, requires:
 - (a) A submission of the agenda to the Department stating the date and time of the meeeting with "CANCELED" under the date;
 - (b) Notification to the Board of the Cancelation;
 - (c) Online notification of the Cancelation via the BHNC website and through social media;
 - (d) Physical posting of the cancelation at the meeting location.
3. At least twenty-four (24) hours notification to not be included for attendance.

Section 4: Reconsideration -

1. The BHNC shall follow the Robert's Rules of Order procedures for reconsideration.
2. A motion to reconsider requires:
 - (a) That the "motion to reconsider" be made at any time during a meeting at which the item was first voted on, and approval by a simple majority vote of the Board;
 - (b) or, if the "motion to reconsider" is made at a later Board Meeting, the suspection of the rules by a two-thirds (2/3) majority vote of the elected Board Members, including absences (not including vacancies).

- (c) That a "motion to reconsider" **only** be made by a Board Member whom voted in the majority of the original item.
- (d) That if the "motion to reconsider" passes, that the **original motion** is placed before the Board after the current item being discussed is complete, but before the next item on the agenda to be discussed.

Article IX – FINANCES

- 1. The Board 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.
- 2. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the BHNC’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.
 - (a) Board Members must be in compliance with the Department's requirements regarding Funding Training and Ethics Training to be considered eligible to vote on funding items. See "Compliance" Article XIV, Sec. 2.3 (c).
- 3. All BHNC financial accounts and records shall be available for public inspection and posted on the BHNC website.
- 4. Each month, the Treasurer shall provide to the Board for approval, detailed reports (MERs) of the BHNC’s finances.
- 5. At least once each quarter, the Budget Committee shall examine the BHNC’s accounts and attest to their accuracy before submitting the documentation to the Board which will submit it to the Department for further review.
- 6. The Treasurer shall conduct inventory of all equipment of BHNC holdings within one (1) month of the beginning of the Treasurer term and one (1) month prior to the end of the Treasurer term.
- 7. All City funds and equipment shall be returned to the City of Los Angeles in the case of dissolution or termination of the BHNC.
- 8. The Treasurer shall be the primary signatory on all demand warrants.
- 9. The Vice-President shall be the second signatory on all demand warrants.

Article X – ELECTIONS

- 1. This article explains the administration of the BHNC Elections and provides information regarding Stakeholder eligibility for voting and being selected or elected to a board seat. The provision of this article supersedes any prior inconsistent provision in the Bylaws.

Section 1: Administration of Election -

- 1. The BHNC’s election will be conducted every two (2) years in every even-numbered year in accordance with the rules and regulations promulgated by City authority. The rules and regulations developed by City authority shall take precedence over any inconsistent language in the BHNC bylaws.

Section 2: Governing Board Structure and Voting -

- 1. The number of Board Seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the board seats are noted in Attachment B.

Section 3: Minimum Voting Age -

1. All Stakeholders aged eighteen (18) and above shall be entitled to vote in the BHNC Elections.

Section 4: Method of Verifying Stakeholder Status -

1. Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats -

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

Section 6: Other Election Related Language

1. City elected officials as defined in the City Charter are ineligible to serve on the Board. If a BHNC Board Member is elected to any City political office, he/she shall immediately resign from their BHNC Board position.
2. No Executive Officer may simultaneously serve as an Executive Officer of another Neighborhood Council.

Article XI – GRIEVANCE PROCESS

1. The BHNC shall follow the City's approved policy and/or rules regarding grievance procedures. If there are no citywide procedures in place, grievances shall be handled in the following manner:
 - (a) Any grievance by a Stakeholder must be submitted in writing to any Board Member and relayed to the Secretary, who shall cause the matter to be placed on the agenda for the next ~~regular~~ Executive Committee or BHNC Board meeting.
 - i. The grievance **must** include at minimum: A statement as to which procedure was violated, and the contact information of the submitting party.
 - (b) At that meeting, the matter may be referred to the Rules and Elections Committee, or to an Ad Hoc Grievance Panel.
 - (c) Rules & Elections Committee Procedure:
 - i. The grievance will be placed on the next scheduled Rules & Elections Committee meeting to meet with the person(s) submitting the grievance, to discuss ways in which the dispute may be resolved.
 - (d) Ad Hoc Grievance Panel Procedure:
 - i. The Ad Hoc Grievance Panel shall be comprised of three (3) Stakeholders selected by the Board from ~~a list of~~ Stakeholders who have expressed an interest in serving from time-to-time on such a panel.
 - ii. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
 - (e) Within two (2) weeks following such meeting, a member of the Rules & Elections Committee or the Ad Hoc Grievance Panel shall prepare a written report outlining the recommendations for resolving the grievance.
 - (f) The recommendations will then be forwarded ~~by~~ to the Secretary, for placement on the agenda for the next regular BHNC meeting for discussion and possible action.
2. The Board shall receive a copy of the report and recommendations at minimum 72 hours prior to a the Board

meeting, but, in accordance with the Brown Act, the matter shall not be discussed among Board Members until it is heard publicly at the next scheduled BHNC Board meeting.

3. 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.
 - (a) 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 BHNC meetings.
 - (b) Board Members are not permitted to file a grievance against another Board Member or against the BHNC, except as permitted under the City's grievance policy. Such as outlined in this Article regarding Board procedure.

Article XII – PARLIAMENTARY AUTHORITY

1. All Board and Executive Committee meetings shall use Rosenberg's Rules as the primary parliamentary authority. If Rosenberg's Rules of Order are silent on an issue, the BHNC shall refer to Robert's Rules of Order.
2. All other Committees may choose their parliamentary authority from Robert's Rules of Order, Rosenberg's Rules, or Consensus.
3. Standing Rules may be adopted by a simple majority vote of the Board to supplement these Bylaws. Such rules shall be in addition to these Bylaws and shall not be construed to change or replace any Bylaw.
4. In the case of conflict between these Bylaws and a Standing Rule, these Bylaws shall prevail. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board.
5. The President shall have the option and authority to appoint a Parliamentarian.

Article XIII – AMENDMENTS

1. Bylaws amendment considerations must be submitted to the Board from the Rules and Elections Committee, the Executive Committee, or an Ad Hoc Bylaws Committee.
 - (a) Stakeholders may propose amendments to these Bylaws by presenting a petition to the Secretary with no less than two-hundred (200) signatures of verified Voting Stakeholders supporting the motion.
 - i. Receipt of the completed petition by the Secretary shall trigger the item being scheduled as an action item on the agenda at the next Rules & Elections Committee meeting to be held not less than thirty (30) days or more than ninety (90) days following receipt of the completed petition.
 - ii. If a Rules & Elections Committee is not functional, then the petition will be moved to the Executive Committee for placement on the Agenda for the next BHNC Board Meeting or the creation of an Ad Hoc Bylaws Committee and placement on its Agenda.
 - (b) Board members may propose amendments to these Bylaws, by submitting recommendations to any Standing Committee.
 - i. The Standing Committee will then vet the item before submitting it to the Rules & Elections Committee for review of language.
 - ii. The Rules & Elections Committee will then either submit the item to the Executive Committee for agenda placement or return the item to the Standing Committee for further vetting.
 - iii. In the absence of the Rules & Executive Committee, the Item will be submitted to the Executive Committee for agenda placement at the next BHNC Board Meeting.

2. Once approved by Committee, the recommendations will be submitted to the Executive Committee for placement on the agenda for the next scheduled BHNC Board Meeting.
3. Any amendment of these Bylaws must be approved by a two-thirds (2/3) "yes" vote, not including abstentions, of the entire nineteen (19) Board Seats;
 - (a) For the purposes of this Board, a two-thirds count of this Board is considered twelve (12) Board Members.
4. Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, a Bylaws Amendment Application shall be submitted to the Department along with a copy of the existing Bylaws for review and approval by the Department all in accordance with the Plan for a Citywide System of Neighborhood Councils ("Plan").
5. Bylaws amendments shall not become effective until approved in writing by the Department.

Article XIV – COMPLIANCE

1. The BHNC, 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, as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.
2. A conflict occurs any time business is before you that involves:
 - (a) A business in which you or a member of your family has an investment;
 - (b) An entity of which you are an officer or director or hold some position of management;
 - (c) Real property in which you or a member of your family has interest;
 - i. which may include real property which is 500 feet or less then property you or a member of your family owns or lives;
 - (d) A source of income to you or a member of your immediate family;
 - (e) A source of gifts to you;
 - (f) Any person or entity with which you have a relationship other than in your capacity as a city official (e.g. A friend, person with whom you have a business relationship, or an organization in which you hold some position of importance.)
3. All Board Members will announce when such a conflict of interest arises at the beginning of the discussion of an such matter and shall recuse them self on any matter in which they have such a conflict. A recused Board Member shall leave the meeting room until the agenda item is resolved.

Section 1: Code of Civility –

1. The BHNC, its representatives, and all Stakeholders shall conduct all BHNC business in a civil, professional and respectful manner.
2. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

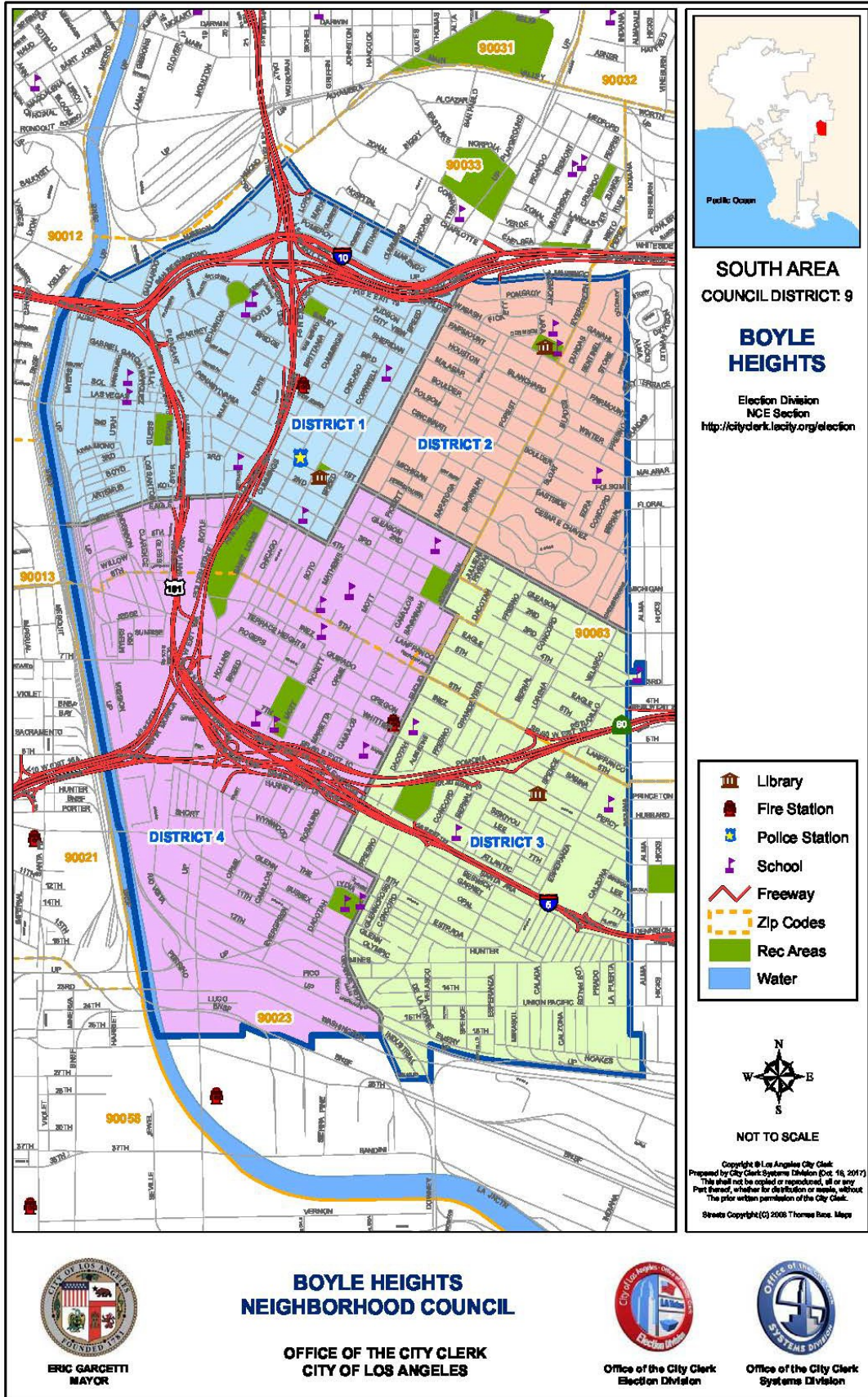
Section 2: Training –

1. All Board Members must take **ethics and funding training** prior to making motions and voting on funding related matters.
2. In addition, all board members are encouraged to take training in the fundamentals of Neighborhood Councils, including, but not limited to, funding, workplace violence, and sexual harassment trainings provided by the City.
3. Board members must complete training within 60 days of taking a board seat or may be Censured (Article V, Sec. 8) or Removed (Article V, Sec. 9) for violations of the Bylaws, under "Compliance" (Article XIV, par. 1).

Section 3: Self-Assessment –

1. Every year, the BHNC shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan and shall create a written report which will be made available to all BHNC Stakeholders.

Attachment A – Map of Boyle Heights Neighborhood Council



Attachment B – Governing Board Structure and Voting

Boyle Heights Neighborhood Council – 19 Seats

Board Position	# of Seats	Elected/Appointed?	Eligibility to Run for the Seat	Eligibility to Vote for the Seat
Area 1 Seat Term: 2 Years	1	Elected	Stakeholders who live, work, own property in Area 1 and who are 18 years or older.	Stakeholders who live, work, own property in Area 1 and who are 18 years or older.
Area 2 Seat Term: 2 Years	1	Elected	Stakeholders who live, work, own property in Area 2 and who are 18 years or older.	Stakeholders who live, work, own property in Area 2 and who are 18 years or older.
Area 3 Seat Term: 2 Years	1	Elected	Stakeholders who live, work, own property in Area 3 and who are 18 years or older.	Stakeholders who live, work, own property in Area 3 and who are 18 years or older.
Area 4 Seat Term: 2 Years	1	Elected	Stakeholders who live, work, own property in Area 4 and who are 18 years or older.	Stakeholders who live, work, own property in Area 4 and who are 18 years or older.
Community Seat Term: 2 Years	14	Elected	Stakeholders who live, work, own property in the BHNC and who are 18 years or older.	Stakeholders who live, work, own property in the BHNC and who are 18 years or older.
Community Interest Seat Term: 2 Years	1	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 18 years or older.