

**NEIGHBORHOOD COUNCIL VALLEY VILLAGE  
BYLAWS**

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## **ARTICLE I NAME**

The name of the Neighborhood Council shall be the NEIGHBORHOOD COUNCIL VALLEY VILLAGE (the Council), an officially recognized advisory council hereby part of the Los Angeles Citywide system of neighborhood councils.

## **ARTICLE II PURPOSE**

The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

(A) The MISSION of the Council is:

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

(B) The POLICY of the Council shall be:

- (1) to respect the diversity, dignity and expression of viewpoints of all individuals, groups, and organizations involved in this neighborhood council;
- (2) To remain non-partisan with respect to political party affiliation and inclusive in the Council's operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and Committee Members, as hereinafter set forth;
- (3) to utilize the Early Notification System and to develop a process for communicating with Stakeholders to inform our neighborhood council of matters involving the City of Los Angeles and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
- (4) to encourage all Community Stakeholders to participate in all activities of this Neighborhood Council;

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

### **ARTICLE III BOUNDARIES**

#### **Section 1: Boundary Description**

The Council encompasses a geographic area within the following boundaries:

- (1) On the North by the South side of Burbank Boulevard
- (2) On the South by the Ventura Freeway (US 101).
- (3) On the East by the Hollywood Freeway (SR 170).
- (4) On the West by the Tujunga Wash.

The boundaries of the Council are set forth in Attachment A – Map of Neighborhood Council Valley Village.

#### **Section 2: Internal Boundaries - Not applicable.**

### **ARTICLE IV STAKEHOLDER**

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

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

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

[The definition of “Stakeholder,” “Community Interest Stakeholders,” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Charter Section 906(a)(2) and Los Angeles Administrative Code Section 22.801.1]

MEMBERSHIP shall mean and is synonymous with STAKEHOLDER

## ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the governing body of the Council.

### Section 1: Composition

The Board shall consist of fifteen (15) Stakeholders elected, selected or appointed.

- A. Community Based Organization Seat (1) - Open to stakeholder at least eighteen (18) years of age, affiliated with a community based organization within the boundaries of Valley Village.
- B. Education Based Seat (1) – Open to stakeholders at least eighteen (18) years of age affiliated with a education-based organization within the boundaries of Valley Village.
- C. Faith Based Seat (1) – Open to Stakeholders at least eighteen (18) years of age affiliated with a faith-based organization within the boundaries of Valley Village.
- D. At-Large Stakeholder Seat – A (1) - Open to Stakeholders at least eighteen (18) years of age within the boundaries of Valley Village.
- E. At-Large Stakeholder Seat – B (1) - Open to Stakeholders at least eighteen (18) years of age within the boundaries of Valley Village.
- F. Business Seat – A (1) - Open to Stakeholders eighteen (18) years of age or older who work at or own a business or business property within the boundaries of Valley Village.
- G. Business Seat – B (1) - Open to Stakeholders eighteen (18) years of age or older who work at or own a business or business property within the boundaries of Valley Village.
- H. Homeowner Seats - A (2) - Open to Stakeholders eighteen (18) years of age or older who own a residence located within the boundaries of Valley Village.
- I. Homeowner Seats – B (2) - Open to Stakeholders eighteen (18) years of age or older who own a residence located within the boundaries of Valley Village.
- J. Residential Renters – A (2) - Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the boundaries of Valley Village.
- K. Residential Renters – B (2) - Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the boundaries of Valley Village.

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

Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board. However, Board Members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected.

## **Section 2: Quorum**

The quorum for all regular meetings of the Board shall be eight (8) members of the Board, of which three (3) must be elected officers and Committees shall have a fixed quorum number.

No action may be taken by any committee or by the Board in the absence of a quorum.

## **Section 3: Official Action**

The Board shall take Official Action by a simple majority vote by the board members present, not including abstentions. Abstentions shall only count as abstentions and not as a “no” vote. A majority vote on any matter on the Board’s agenda cannot be made unless there is a quorum. There shall be no proxy voting.

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

Board members shall serve a four (4) year term upon election, commencing after being seated at the first regular Board meeting in July. There are no term limits.

The following Board “A” Seats shall be elected to serve a four (4) year term in 2023 and elected every four (4) years thereafter:

- One (1) Community Organization Representative Seat - A
- One (1) Faith Based Representative Seat - A
- One (1) At Large Representative Seat - A
- One (1) Business Representative Seat - A
- Two (2) Homeowner Representative Seats - A
- Two (2) Residential Renter Representative Seats - A

The following Board “B” Seats shall be elected to serve a four (4) year term in 2025 and elected every four (4) years thereafter:

- One (1) Education Based Representative Seat - B
- One (1) At Large Representative Seat - B
- One (1) Business Representative Seat - B
- Two (2) Homeowner Representative Seats - B
- Two (2) Residential Renter Representative Seats - B

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

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

## **Section 6: Vacancies**

A vacancy on the Board shall be filled by the following procedure:

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(A) Any Stakeholder interested in filling a vacant seat on the Board shall submit a written application to the Secretary.

(B) The Secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.

(C) The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

(D) The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

(E) In no event shall a vacant seat be filled where a election is scheduled to occur within one hundred eighty (180) days of the date that a written application is presented to the Board.

**Section 7: Absences** – Intentionally left blank.

**Section 8: Censure**

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

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

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board

meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

## **Section 9: Removal**

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

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

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



conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
  - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the

Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

- b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
  - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
  - d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
  - e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
  - f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
  - g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
  - h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

## **Section 10: Resignation**

Any Board member may resign their position at any time. A Board seat resignation will be submitted by the resigning Board member, in writing, to the President of the Board, and presented to the Board at the next regularly scheduled meeting of the Board. The seat will be declared vacant at that time by the Secretary of the Board.

## **Section 11: Community Outreach**

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

## **ARTICLE VI OFFICERS**

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

There shall be four (4) officers named President, Vice President, Treasurer and Secretary. All elected officers serve at the pleasure of the Board.

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

The duties of the Officers are:

- A. The President shall act as the chief executive of the Council and shall preside at all Council meetings.
- B. The Vice President shall serve in place of the Chairperson if the Chairperson is unable to serve.
- C. The Secretary shall keep minutes of all Board meetings in accordance with BONC Policy. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board Member, including the right to vote on matters before the Council. The Secretary shall preserve the Council and Board's records and documents.
- D. The Treasurer shall perform duties in accordance with City policies and procedures, maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures. The Treasurer shall prepare and submit a monthly report to the Board of Directors and whenever requested, an account of any or all of his/her transactions as Treasurer to the Board of Directors.

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

Officer positions shall be filled every two (2) years at the first official Board meeting in July, following their election in Board election years, and at the subsequent two (2) year anniversary mark of the Officers' election in Board non-election years. The Officer positions shall be filled every two (2) years at the first official meeting in July.. They serve at the pleasure of the Board.

### **Section 4: Officer Terms**

Officers are elected for two (2) year terms and are elected for the duration of the two (2) years until the next regular election of the Neighborhood Council system and serve at the pleasure of the Board.

## ARTICLE VII COMMITTEES AND THEIR DUTIES

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

### Section 1: Standing Committees

The Standing Committees of the Council shall include The Executive Committee, City Services, Community Improvement, Elections and Bylaws, Events and Outreach, Executive, Finance, Planning and Land Use, and Student Committee. The responsibilities of the aforementioned are found in the NCVV Standing Rules.

- A. **THE EXECUTIVE COMMITTEE.** The Executive Committee shall be comprised of the four (4) Officers of this Council and any other person(s) whom the four (4) Officers invite unanimously to attend the Executive Committee meeting.
- B. **THE ELECTIONS AND BYLAWS COMMITTEE.** The Elections and Bylaws Committee shall be chaired by the Vice President who shall be responsible for NCVV elections held every two years and any special elections that may be required. In the event that the Vice President is a candidate for election to the Board, a Board member who is not standing for election may be appointed by the Executive Committee to chair the election.
- C. **THE CITY SERVICES COMMITTEE.** The City Services Committee shall represent the Board and Valley Village stakeholders in matters related to the provision of city services, including but not limited to utilities, fire and police protection, transportation and traffic management, street services, beautification and tree services, parks and recreation, FILMLA, etc.
- D. **THE PLANNING AND LAND USE COMMITTEE.** The Planning and Land Use Committee shall function as a liaison between stakeholders, contractors and builders, and the City of Los Angeles Planning Department. They shall also be tasked with leading NCVV interests in the Community Plan and the Valley Village Specific Plan.
- E. **THE EVENTS AND OUTREACH COMMITTEE.** The Events and Outreach Committee shall be responsible for any events or outreach initiated by NCVV to benefit the stakeholders of Valley Village, any events or outreach that enhance the sense of community for Valley Village, and represent NCVV and its interests to any community based event that might benefit Valley Village and our stakeholders.
- F. **COMMUNITY IMPROVEMENT COMMITTEE.** The Community Improvement Committee shall be responsible for longer term projects that span multiple budget periods and provide broad impact to the stakeholders of Valley Village, such as park renovation or landscaping Tujunga Wash.
- G. **STUDENT COMMITTEE.** The Student Committee is selected and approved by the NCVV Board and shall be responsible for engaging youth of Valley Village in activities that encourage participation in local and citywide governance.
- H. **FINANCE COMMITTEE.** The Finance Committee governs financial matters for the Board and monitors financial health of the Council.

## **Section 2: Ad Hoc Committees**

The Board may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, and cease to exist upon the completion of its specific task.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

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

- A. Committee Authority - All committee recommendations shall be brought to the full Board for discussion and action.
- B. All committees shall have an established membership. Standing Committees shall be composed by less than five (5) Board Members and may include any interested Stakeholders.

Ad Hoc Committees shall be composed by less than five (5) Board and may include any interested Stakeholders.

- C. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by the Board. With the exception of the Executive Committee, Committee members shall be appointed by the by the Chair of the Committee and confirmed by the Board”]. The Committee Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- D. Committee Meetings – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, 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.
- E. 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.
- F. Removal of Committee Members – Committee members may be removed in the same manner in which they were appointed.

## **ARTICLE VIII MEETINGS**

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950 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**

Regular Council meetings shall be held at least once per quarter. Meetings of the Board shall be held monthly or more often as determined by the Board. All meetings shall be held within the Council boundaries at a location, date and time set by the Board. Prior to any action by the Board, there shall be a period of public comment.

## **Section 2: Agenda Setting**

The President shall produce an agenda for all meetings of the Board.

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

The Neighborhood Council shall comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy approved by the Board of Neighborhood Commissioners. Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting.

## **Section 4: Reconsideration**

The Board may reconsider or amend its action through a Motion for Reconsideration process defined in its Standing Rules and 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.

## **ARTICLE IX FINANCES**

- A. 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 finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. The Council will not enter into any contracts or agreements except through the appropriate City officials.

## **ARTICLE X ELECTIONS**

### **Section 1: Administration of Election**

The Neighborhood Council'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.

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

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

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

Voters will verify their Stakeholder status by providing acceptable documentation.

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

Stakeholders can run for no more than one (1) Board seat.

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

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

# **ARTICLE XI GRIEVANCE PROCESS**

## **Grievances Submitted by a Stakeholder**

- A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the Los Angeles Administrative Code (L.A.A.C.) 22.818 Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
  - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
  - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with L.A.A.C. 22.818 Subsection (d)(5).

- E. Only the Grievant may appeal a Board’s decision pursuant to L.A.A.C. 22.818 Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board’s action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

**Grievances Submitted by a Board Member**

- A. Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in [L.A.A.C. 22.818](#) Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in [L.A.A.C. 22.818](#) Subsection (d)(6).

**Regional Grievance Panel**

- A. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

**ARTICLE XII PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order Newly Revised shall be the parliamentary authority for the running of all meetings of this Neighborhood Council and its Committees.

**ARTICLE XIII AMENDMENTS**

Amendments, changes, additions or deletions to these Bylaws may be proposed by the Board or any stakeholder(s) during the public comment period of a regular meeting of the Board. A proposal to amend these bylaws must be formalized in writing by the Elections Committee and presented to the Secretary or whoever is responsible for preparing the agenda for the next regular meeting of the Board. The proposed amendment will be placed on the agenda for public discussion at a subsequent regular meeting of the Board.

A recommendation for amendment or adjustment of these bylaws must be made by the Elections Committee and approved by a two-third (2/3) vote of the Board. 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 Bylaws for review and approval by the Department.

**ARTICLE XIV COMPLIANCE**

The Council, 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 policies approved by the Board of Neighborhood Commissioners, the Department’s rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.



### **Section 1: Code of Civility**

The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner pursuant to Commission and City regulations.

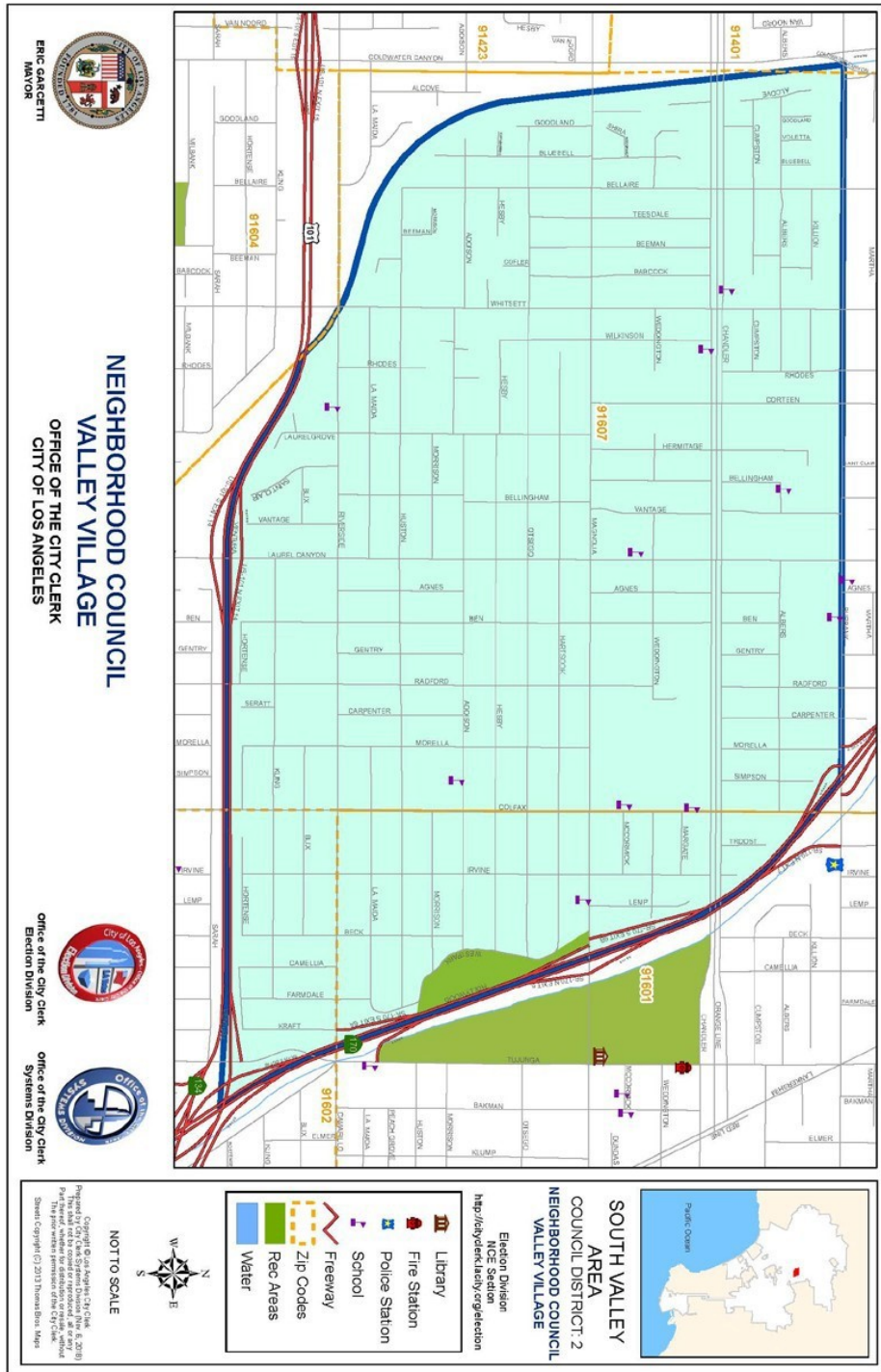
### **Section 2: Training**

Neighborhood Council Board Members, whether elected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

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

The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

# ATTACHMENT A – Map of Neighborhood Council Valley Village



**ATTACHMENT B – Governing Board Structure and Voting**  
 Neighborhood Council Valley Village – 15 Board Seats

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Homeowner Representative - A Term: 4 Years (2023)	2	Elected	Stakeholders eighteen (18) years of age or older who own a residence located within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, except Community Interest Stakeholders
Residential Renter Representative - A Term: 4 Years (2023)	2	Elected	Stakeholders eighteen (18) years of age or older who rent a residence located within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, except Community Interest Stakeholders.
Business Representative - A Term: 4 Years (2023)	1	Elected	Stakeholders eighteen (18) years of age or older who work at or own a business or business property within the boundaries of Valley Village	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, except Community Interest Stakeholders.
At-Large Representative A Term: 4 Years (2023)	1	Elected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing

				and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council.
Faith-Based Representative A Term: 4 years (2023)	1	Elected	Open to Stakeholders at least eighteen (18) years of age affiliated with a faith- based organization within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, except Community Interest Stakeholders.
Community Based Organization Representative - A Term: 4 Years (2023)	1	Elected	Any Community Interest Stakeholder at least 18 years of age. Community Interest Stakeholder is defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council
Homeowner Representative - B Term: 4 Years (2025)	2	Elected	Stakeholders eighteen (18) years of age or older who own a residence located within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, except Community Interest Stakeholders.

Residential Renter Representative - B Term: 4 Years (2025)	2	Elected	Stakeholders eighteen (18) years of age or older who rent a residence located within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, except Community Interest Stakeholders.
Business Representative - B Term: 4 Years (2025)	1	Elected	Stakeholders eighteen (18) years of age or older who work at or own a business or business property within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, except Community Interest Stakeholders.
Education Representative - B Term: 4 Years (2025)	1	Elected	Stakeholders at least eighteen (18) years of age affiliated with a education-based organization within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, except Community Interest Stakeholders.
At-Large Representative - B Term: 4 Years (2025)	1	Elected	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of Valley Village.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council.