

# **Pacoima Neighborhood Council Bylaws**

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BYLAWS OF THE

**PACOIMA NEIGHBORHOOD COUNCIL**

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## ARTICLE I NAME

The name of this Neighborhood Council shall be the Pacoima Neighborhood Council (“PNC”).

## ARTICLE II PURPOSE

A. The **PURPOSE** of the PNC, a culturally diverse community, is to improve quality of life by promoting participation in City governance, facilitating delivery of City services, and empowering Stakeholders by sharing information and education. Whereby, Pacoima will ultimately become a greater community.

B. The **MISSION** of the PNC shall be:

1. To offer a forum to engage all Pacoima Stakeholders to collaborate and deliberate on matters affecting the community.
2. To be an advocate for Pacoima to both government and private agencies on those issues where there is broad community consensus.
3. To develop and implement standards that protect the health, welfare and aesthetic quality of the community.
4. To collaborate with organizations in Pacoima, as well as other organizations the PNC desires to support in order to accomplish objectives or projects.

C. The **POLICY** of the PNC shall be:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the 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 (ENS) to inform the Council and Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process
4. To encourage all Stakeholders to participate in activities of the 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 all Council business.

### **ARTICLE III BOUNDARIES**

**Section 1: Boundary Description** – The boundaries of the PNC are as follows:

- A. North: Foothill Boulevard to the boundary of the City of San Fernando
- B. Northeast: Foothill Boulevard (west side of the street) between the City of San Fernando boundary and Branford Street
- C. South: Hansen Dam, located in between Branford Street and Foothill Boulevard forging the southeast corner
- D. Southeast: Branford Street and the perimeter of Hansen Dam
- E. Southwest: The Golden State (5) Freeway between Arroyo Street and Branford Street
- F. Northwest: The boundary of the City of San Fernando and Pacoima Wash

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

**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” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

## **ARTICLE V GOVERNING BOARD**

The governing body of the PNC shall be the Board of Directors ("Board"). The Board is empowered to make decisions on behalf of the PNC. A youth Board member under the age of eighteen (18) shall be precluded from voting on matters regarding the expenditure of public funds, entering into PNC contracts, contractual matters or determinations that will advise any third-party in City government on a contract or contract terms.

**Section 1: Composition** – The Board shall consist of seventeen (17) voting members. Only those eligible for PNC membership shall be elected to hold a position on the Board, which shall be comprised of the following elected voting Stakeholder members:

- A. **Homeowner Stakeholder Board Members (4)** – Open to Stakeholders eighteen (18) years of age or older who own a residence located within the Council boundaries.
- B. **Renter Stakeholder Board Members (4)** – Open to Stakeholders eighteen (18) years of age or older who rent a residence located within the NC boundaries.
- C. **Business Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who work at or own a business or business property within the NC boundaries.
- D. **Senior Stakeholder Board Member (1)** – Open to Stakeholders sixty-five (65) years of age or older.
- E. **Youth Board Member (1)** – Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection. See Admin. Code § 22.814(c). If less than eighteen (18) years of age, the Youth Board Seat member shall be precluded from voting on financial matters, such as neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts.
- F. **At-Large Stakeholder Board Members ( 4)** – Open to Stakeholders who live, work or own real property and are at least eighteen (18) years of age.
- G. **At-Large Community Interest Board Member (1)** - Open to Stakeholders eighteen (18) years of age or older who live, work or own property in the neighborhood or declare a stake in the neighborhood as a community interest stakeholder.

The Board must, to the extent possible, reflect the diversity of the PNC Stakeholders. Accordingly, no single Stakeholder group shall comprise a majority of the PNC's governing body unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment ("Department")

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 or selected.

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department's procedure, at the request of the Board.

**Section 2: Quorum** – No formal meeting shall be held, or business conducted, or votes taken, in the absence of a quorum. A quorum shall consist of nine (9) members of the Board. No floating quorums are allowed.

**Section 3: Official Actions** – A two-thirds (2/3) vote of Board members present shall be required to pass motions which deal with the Bylaws and Standing Rules of the PNC and yearly budget. A simple majority of the Board members present shall be required to pass motions regarding all other matters. Abstentions are not allowed.

**Section 4: Terms and Term Limits** – Elected members shall serve 2 years terms. There are no term limits.

**Section 5: Duties and Powers** – The duties and powers of the PNC Board shall include:

- A. Advising City or any other level of government on matters concerning the general health, safety and welfare of the neighborhood including, but not limited to, community development, land use, transportation, education, services, public safety and environmental conditions.
- B. Recruiting a diverse representation on the Board and committees to reflect the diverse interests of the area.
- C. Providing input on efficiency and effectiveness of government service delivery.
- D. Informing City government of the community's priorities and recommendations on City budgets.
- E. Hosting informational meetings and public forums, and if possible, sponsoring educational programs or studies and youth programs.
- F. Cooperating with other Neighborhood Councils on issues of general concern and interest.

- G. Participating in citywide conventions of Neighborhood Councils.
- H. Developing a system whereby pertinent information is transmitted via the City's Early Notification System (ENS) and making this information available in a timely manner to Stakeholders in the PNC.
- I. Fostering a sense of community.
- J. Opening all Council financial statements, books, and accounts for inspection and copying by any member of the PNC upon a written request to the Board. The Board shall establish fair and open procedures to permit inspection within a reasonable time.

Neither the PNC nor any member purporting to speak for it shall endorse or promote any candidate, including themselves, for public office or any political party. Membership rosters of the PNC shall not be used for political, commercial, or any other activity not directly related to the PNC.

No member should pursue personal gain through their membership and/or PNC activities.

Any PNC Board Member or Officer elected to a City political office must resign his or her position on the PNC immediately, thereby creating a vacant seat.

**Section 6: Vacancies –**

If a Board seat becomes vacant, the Board may choose to verify Stakeholder status of an individual filling the vacant seat or may choose to request the Department do so following its internal procedure(s).

Vacancies on the Board shall be filled using the following procedure:

**Board Fills Vacancies**

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- B. The Board shall cause the matter to be 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 an election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

In the case that any seat on the Board is not filled within 2 months of its vacancy, the seat will become an At-Large seat for the remainder of the term. The seat will then revert to its original position for the next election cycle.

**Section 7: Absences** – Board members are expected to attend all regular Board meetings. Any Board Member who misses three (3) regularly scheduled consecutive Neighborhood Council Regular Board Meetings or, optionally, four (4) total Regular Governing Board Meetings during any twelve (12) rolling period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council’s Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal,

The Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member.

Any meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

**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 or Officer may resign by submitting a letter of resignation to the Executive Committee and a copy to the Secretary. In such cases, the President shall send a certified letter to the person stating that he or she is no longer a member of the Board.

**Section 11: Community Outreach** – The PNC shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the PNC, including, Board elections, to find future PNC leaders and to encourage all Stakeholders to seek leadership positions within the PNC.

## **ARTICLE VI OFFICERS**

**Section 1: Officers of the Board** – The Officers of the PNC Board are: President, Vice President, Secretary, Treasurer and Parliamentarian. The President, Vice President, Secretary, and Treasurer make up the Executive Committee of the Board.

**Section 2: Duties and Powers** – The following are the duties of Board Officers:

A. President:

1. The President shall be the presiding officer of the Board
2. The President shall establish and manage a process for setting the agenda for Board meetings with support from executive board committee.
3. The President shall acts as chief liaison with Los Angeles City and other government agencies for delivery of Community Impact Statements and other correspondence
4. The President shall appoint chairs of the Ad Hoc Committees, unless vetoed by the majority of the executive board.
5. The President shall ensure that arrangements are made for interpreter or disability needs from stakeholders, as requested.
6. The President shall serve as spokesperson for the Board; receive and present all communications promptly to the Board; co-sign checks with the Treasurer; lead delegations to citywide neighborhood council conventions; serve on Executive Committee. Further, the President may serve on the Board in another capacity after leaving office.

B. Vice President:

1. The Vice President shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member.
2. The Vice President shall fulfill correspondence duties at the direction of the President including communication with city departments and stakeholders.
3. The Vice President shall provide semi-annual report to board and stakeholders on the progress of the current board in correlation to the annual strategic plan.

4. The Vice President shall assume the duties of the President when the President is unavailable.
5. The Vice President shall perform other duties as delegated by the President.
6. The Vice President shall serve with the President as spokesperson and representative of the PNC; assist the President in deciding which issues warrant a Special Meeting; serve on the Executive Committee. Further, the Vice President may serve on the Board after leaving office.

C. Secretary:

1. The Secretary shall fulfill any additional correspondence duties at the direction of the President.
2. The Secretary shall take minutes at the Agenda and Board meetings, maintain records for PNC and submit approved minutes to council's public posting no later than 1 month after approval.
3. The Secretary shall maintain a record of all correspondence between the board and all agencies for the duration of their term.
4. The Secretary is responsible to bring all required documents to every general board meeting, (sign in sheets, bylaws, etc. as determined by the President)
5. The Secretary shall act for the President in the absence of the President and Vice President.
6. The Secretary shall provide support during board meeting by taking roll call vote on agenda items and communicating with Treasure on board vote counts.
7. The Secretary shall maintain a current roster and contact list for all board members and submit to Department of Neighborhood Empowerment and public posting as changes occur. .
8. The Secretary shall keep updated inventory of PNC supplies and submit required inventory documents to approved City Department.

D. Treasurer:

1. The Treasurer shall Chair the Budget and Finance Committee
2. The Treasurer shall oversee the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements.
3. The Treasurer shall review all funding request documents for accuracy, prior to the submission to Department of Neighborhood Empowerment.
4. The Treasurer shall receive and disburse PNC funds; give financial accounting at each regular meeting; prepare a monthly reconciliation

report for each PNC account; co-sign checks with the President; Act for President in the absence of the President, Vice-President, Secretary,; serve on the Executive Committee. Further, the Treasurer may serve on the Board after leaving office, unless precluded.

5. Treasurer shall provide updates of financial status of pending projects at the regular Board meetings.

B. **Parliamentarian**

1. The parliamentarian shall act as a facilitator for bylaws, consultant to manage meetings and mentor for members on parliamentary procedure.
2. The parliamentarian shall assist the president to manage meetings well.
3. The parliamentarian shall be prepared to clarify how meetings are conducted and how to participate utilizing the following four standards, in decreasing order of priority: Any and all applicable laws, including the Brown Act, Bylaws, Standing Rules, Robert's Rules of Order.
4. The parliamentarian shall chair the Bylaws Committee.

**Section 3: Selection of Officers** – All Officers of the Board are elected every two (2) years by all current Board members immediately after the general election of Board members.

**Section 4: Officer Terms** – All Officers of the Board serve a term of two (2) years. No Officer can serve in the same capacity for more than 3 consecutive terms. An officer can re-run for the role after serving a one term absence from that role.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

**Section 1: Standing Committees** –Committee Chairs are nominated and confirmed by a majority vote of the Board. Each committee, with the exception of the Executive Committee is comprised of selected board members and stakeholders. Each committee, shall be comprised of no more than four (4) board members. The Executive Committee shall be comprised of no more than four (4) board members ,the President, Vice President, Treasurer and Secretary.. Every Board member shall serve in at least one (1) committee. Only Board members can chair a committee. Meetings shall be subject to and conducted in accordance with the Brown Act. Minutes shall be taken at every meeting. Standing Committees shall meet a minimum of three (3) times within a twelve (12) month period. The following are PNC Standing Committees:

A. **Budget and Finance Committee**

1. Chaired by Board Treasurer who completes, submits and distributes monthly financial reports to the Board of at regular meetings.
2. Committee oversees and administers all PNC financial matters, including the system of financial accountability as required by the Department of Neighborhood Empowerment and the City of Los Angeles.

3. Advises committee chairs and members when filing funding related documents and oversees the final documents for accuracy before they are submitted to Department of Neighborhood Empowerment.

**B. Education and Youth Development**

1. The Committee has the general responsibility for addressing the issues, concerns, programs and services related to the education of children, youth, and adults.
2. Committee Chair and members have a responsibility of developing productive communication with school districts, board member and superintendents for the Pacoima area to promote Education.
3. Committee Chair and members have a responsibility of developing strategies to increase school and youth participation in the city through collaboration on community and school related events

**C. Public Safety and Health**

1. The Committee has the general responsibility of identifying, monitoring, and addressing the issues concerning stakeholder's public safety and health.
2. Committee Chair and members have a responsibility of developing productive communication with police department, senior lead officers, area neighborhood watch groups, fire department and government health organizations for the Pacoima area to promote public safety and health..
3. Committee Chair and members have a responsibility of developing productive communication with local organizations that promote the safety and wellbeing of the Stakeholders.

**D. Economic Development and Land Use**

1. The Committee has the general responsibility of advising the Board in the matters of development and land-use planning in the area.
2. Committee chair and members have a responsibility of developing productive communication with City Council Member in the matters of development and land-use planning in the area.

**E. Senior Advocacy Committee**

1. The Committee has the general responsibility of identifying, monitoring and addressing issues that impact the quality of life for the area's senior population

**F. Arts and Cultural Enrichment**

1. The Committee has the general responsibility to support and encourage the arts in Pacoima through collaboration with other community / organizational groups.



**G. Community Outreach and Communications**

1. The Outreach Committee has the general responsibility to promote the PNC and encourage community participation in the PNC through various strategic methods including, but not limited to: distribution of advertisement of meeting and event flyers, outreach table at local events, and/or developing new methods of outreach.
2. The Committee chair and members have a responsibility to develop productive communication with webmaster in order to update website and other media outlets for PNC as community related events approach and provide online update of outcome.
3. The Committee chair and members have a responsibility to maintain and update contact list of community members and/or volunteers to increase stakeholder database.

**H. Executive Committee**

1. The Executive Committee shall be chaired by the President and comprised of the Officers of the Board, with the exception of the Parliamentarian.
2. The committee shall communicate ahead of each general board meeting to set the agenda for PNC general board meetings.
3. The committee shall be responsible for scheduling and planning of board trainings and retreats as necessary with input from Board members.

I.

**Bylaws Committee**

1. The Bylaws Committee shall be chaired by the Parliamentarian.
2. The Bylaws, Rules and Elections Committee shall consider those issues pertaining to the continual study, interpretation, guidance, and presentation of proposed changes to the Bylaws of the Board and Standing Rules. All proposed changes are to be presented to the full Board for its review and approval by a majority vote.

**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. Rev.

### **Section 3: Committee Creation and Authority –**

- A. **Committee Authority** - All committee recommendations shall be brought to the full Board for discussion and action.
- B. **Committee Structure** – All committees shall have an established membership. Committees shall be composed of at least one (1), but no more than four (4) Board Members and may include any interested Stakeholders.
- C. **Committee Appointment** – All Committee Chairs are nominated and confirmed by a majority vote of the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a committee.” With the exception of the Executive Committee, Committee members shall be appointed by the Chair of the Committee. 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 PNC meetings shall be open to the public, and, 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, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

**Section 1: Meeting Time and Place** – All meetings shall be held within the PNC boundaries, with the exception of virtual meetings, at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - The PNC may hold as many meetings as necessary, but must hold at least four (4) meetings each year (once per calendar quarter).

There must be at least seventy-two (72) hours advance written notice to all active members of the PNC and the public for any regular meeting.

- B. **Special Meetings** – Special PNC meetings may be called by the Executive Committee or a majority of the Board. In the case of a special meeting, one (1) day or twenty-four (24) hour written notice shall suffice.

**Section 2: Agenda Setting** – The President shall set the agenda for each PNC meeting with input from the Executive Board Committee.

**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 actions through the following Motion for Reconsideration process:

- A. Approval of a Motion for Reconsideration must occur either: (a) during the same meeting where the Board initially acted; or (b) during the Board's next regularly scheduled meeting after the action subject to reconsideration occurred. These time frames shall not prevent the PNC from convening special meetings within the specified time frames to address a Motion for Reconsideration.
- B. Before reconsidering any matter, the Board must, by official action, approve a Motion for Reconsideration. After determining in the affirmative that an action should be reconsidered, the Board then has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations stated in the Motion for Reconsideration.
- C. A Motion for Reconsideration shall only be proposed by a Board member (the "Moving Board Member") who voted on the prevailing side of the original Board action. The Moving Board Member may make the Motion for Reconsideration by either: (a) an oral motion made during the same meeting where the action that is the subject of reconsideration occurred, or (b) properly placing the Motion for Reconsideration on the agenda of a meeting occurring within the periods of time stated above.
- D. If a Motion for Reconsideration is made subsequent to the meeting where the action to be reconsidered occurred, the Moving Board Member must place the motion on the agenda of the subsequent meeting by submitting a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting reconsideration, and must provide the Secretary with language to

state the matter on the agenda, including: (a) a description of the Motion for Reconsideration and the item to be re-heard; and (b) a proposed action which may be adopted by the Board if the Motion for Reconsideration is approved.

- E. When a Motion for Reconsideration is brought before the Board, it may be seconded during public hearing by any Board member.
- F. This reconsideration process shall be conducted at all times in accordance with the Brown Act, including provisions that: (a) discussion on the issue must remain within permissible discussion parameters; (b) decisions on the matter must be made during public hearing; (c) if the Motion for Reconsideration is considered at a subsequent meeting from the meeting where the act that is the subject of reconsideration occurred, then the Motion for Reconsideration must be properly listed on that meeting's agenda

## **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. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

G. All City funds and assets shall be returned to the City in the case of dissolution or termination.

## ARTICLE X ELECTIONS

**Section 1: Administration of Election** – The PNC'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)]

Regarding the eligibility to vote for the Youth Board seat, Stakeholders must be at least 14 years of age on the day of the election or selection.

**Section 4: Method of Verifying Stakeholder Status** – Voters will verify their Stakeholder status through written self-affirmation.

**Section 5: Restrictions on Candidates Running for Multiple Seats** – Candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

**Section 6: Other Election Related Language** - Each PNC Stakeholder is entitled to one (1) vote for each open Board position in the PNC 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.
- F. Any person or group adversely affected by the decisions or policy of the PNC may file a written grievance with the Board. The Board shall then refer the matter to an ad-hoc review panel, which shall have ten (10) working days to meet with the aggrieved party to discuss a resolution of the matter. The panel shall prepare a written report to the Board outlining recommendations for resolution. The Board shall then address the report at the next Regular or Special meeting. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.
- a. Appeals: In the event a grievance cannot be resolved through the aforementioned process, the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.
- A. b. Appealable Matters: The formal grievance process is not intended for Stakeholders who simply disagree with a position or action taken by the Board. Such matters can be discussed at Board meetings. Rather, it is intended to address matters involving procedural disputes, e.g. Board failure to comply with these Bylaws or the PNC standing rules.

### **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**

The conduct of meetings shall be based on the following four standards, in decreasing order of priority:

- Any and all applicable laws, including the Brown Act
- Bylaws
- Standing Rules
- Robert's Rules of Order, Newly Revised

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

### **ARTICLE XIII AMENDMENTS**

The bylaws may be amended, altered, or repealed by a two-thirds (2/3) vote of the Board at any meeting of the Board, provided that description of the proposed change(s) is included in the agenda of the required notice of the meeting. Any adjustments or amendments to the bylaws shall comply with the Plan. Moreover, the Department will review any adjustments or amendments to the bylaws. No bylaw amendment is final until approved by the Department.

### **ARTICLE XIV COMPLIANCE**

The PNC shall conduct itself in a manner that complies with these bylaws and the Rules and Procedures that are adopted by the PNC Board. The PNC shall abide by all applicable provisions of the City's governmental ethics ordinance and all applicable laws of the federal, state, and local government.

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

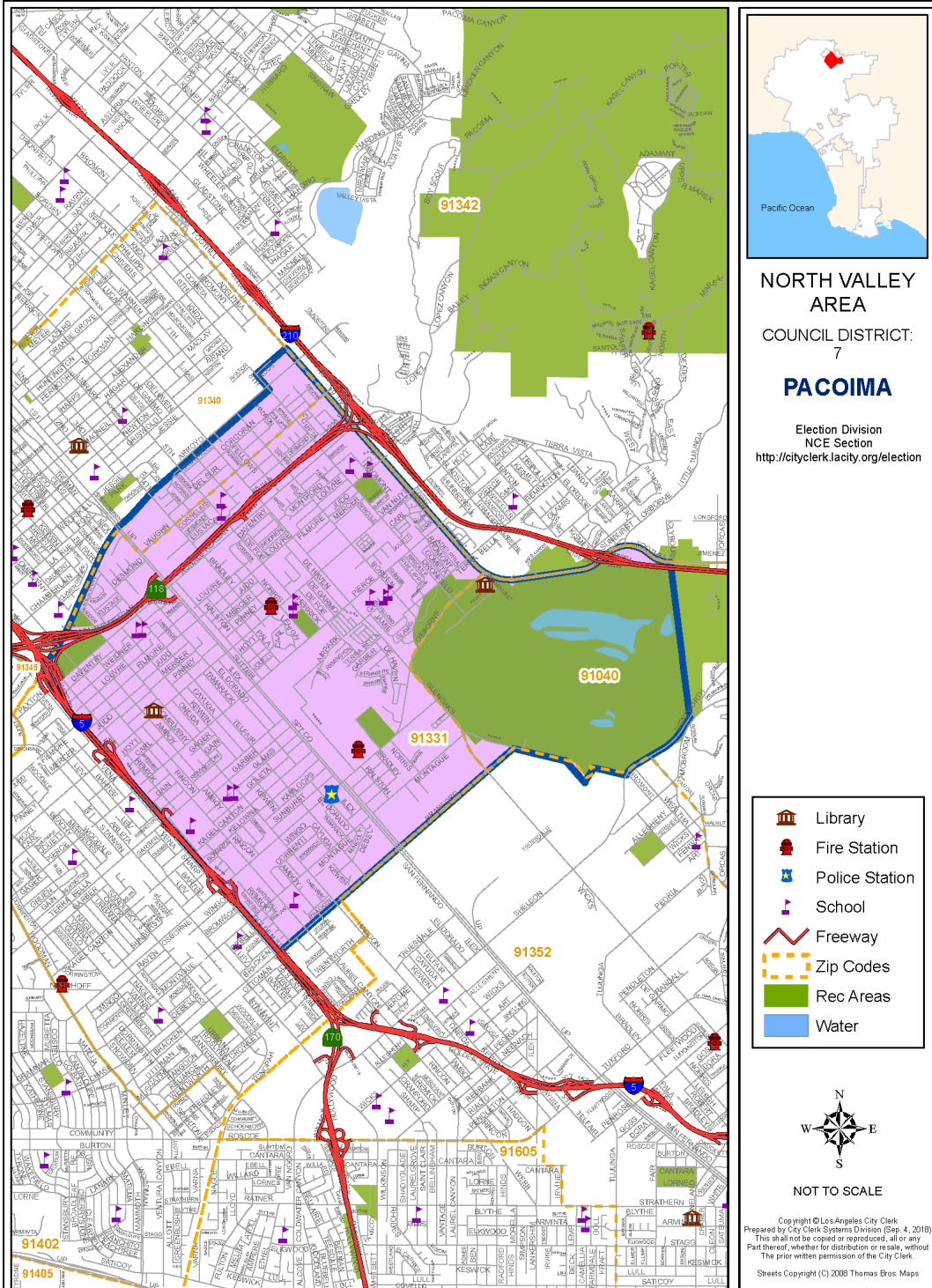
**Section 2: Training** – All Board members shall complete required Funding and Ethics trainings within 30 days of being elected to the Board. Failure to comply may result in the removal of the Board member. Additional trainings must be completed as assigned by the Executive Committee and/or the Department within the provided deadline. All board members must take ethics and funding training prior to making motions and voting on

funding related matters.

**Section 3: Self-Assessment** – The PNC shall prepare an annual written report on its activities that is to be made available to the Mayor, City Council, the Department and the PNC members. The report shall cover the area from July 1 through June 30 due on the 1<sup>st</sup> week of July. An Annual Meeting will be held in June of each year to give an annual report on PNC accomplishments and set goals for the coming year.



# ATTACHMENT A – Map of Pacoima Neighborhood Council



**NORTH VALLEY AREA**  
**COUNCIL DISTRICT: 7**  
**PACOIMA**  
 Election Division  
 NCE Section  
<http://cityclerk.lacity.org/election>

- Library
- Fire Station
- Police Station
- School
- Freeway
- Zip Codes
- Rec Areas
- Water



NOT TO SCALE

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## PACOIMA NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK  
CITY OF LOS ANGELES



**ATTACHMENT B – Governing Board Structure and Voting**

**Pacoima Neighborhood Council – 17 Board Seats**

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIBILITY TO RUN FOR THE SEAT</b>	<b>ELIBILITY TO VOTE FOR THE SEAT</b>
Youth Representatives Term: 2 years	1	Elected	Stakeholders who live, work, or own property in the neighborhood who are between 14-17 years of age.	Stakeholders who are at least 14 years of age on the day of the election, shall be entitled to one (1) vote for the Youth Representative open position on the Board.
Senior Representatives Term: 2 years	1	Elected	Stakeholders who live, work, or own property in the neighborhood who are 62 years or older.	Stakeholders who are at least 16 years of age, shall be entitled to one (1) vote for each open position on the Board.
Renter Representatives Term: 2 years	4	Elected	Stakeholders who rent within the PNC boundaries and who are 18 years or older.	Stakeholders who are at least 16 years of age, shall be entitled to one (1) vote for each open position on the Board.
Home/Condo Owner Representatives Term: 2 years	4	Elected	Stakeholders who own residential property within the PNC boundaries and who are 18 years or older.	Stakeholders who are at least 16 years of age, shall be entitled to one (1) vote for each open position on the Board.
Retail Business Representatives Term: 2 years	2	Elected	Stakeholders who are employees or owners of a retail business within the PNC boundaries and who are 18 years or older.	Stakeholders who are at least 16 years of age, shall be entitled to one (1) vote for each open position on the Board.

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIBILITY TO RUN FOR THE SEAT</b>	<b>ELIBILITY TO VOTE FOR THE SEAT</b>
At-Large Representatives Term: 2 years	4	Elected	Stakeholders who live, work or own property in the neighborhood and who are 18 years or older.	Stakeholders who are at least 16 years of age, shall be entitled to one (1) vote for each open position on the Board.

At-Large Community Interest Representatives Term: 2 years	1	Elected	Stakeholders who live, work or own property in the neighborhood or declare a stake in the neighborhood as a community interest stakeholder and who are 18 years or older.	Stakeholders, who are at least 16 years of age, shall be entitled to one (1) vote for each open position on the Board.
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