



**BYLAWS OF THE
RESEDA NEIGHBORHOOD COUNCIL**

August 1, 2018

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ARTICLE I NAME

The name of this officially recognized organization that is a part of the Los Angeles Citywide System of Neighborhood Councils is the RESEDA NEIGHBORHOOD COUNCIL (RNC).

ARTICLE II PURPOSE

The purpose of the RNC is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the RNC is to encourage community participation in City Governance.

1. To provide an inclusive and open forum for public discussion of issues of interest to the RNC, including City governance, the needs of the RNC, the delivery of City services to the RNC area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the RNC, including City governance, the needs of the RNC, the delivery of City services to the RNC area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the RNC area; and
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the RNC is:

1. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in the RNC,
2. To remain non-partisan with respect to political party affiliation and inclusive in our 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 the best of the RNC Board's ability, inform the RNC 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 Community Stakeholders to participate in all activities of the RNC.

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 RNC business.

ARTICLE III BOUNDARIES

The RNC covers a geographic area described below.

Section 1: Boundary Description - The boundaries about the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

- A. **North** – Roscoe Blvd
- B. **East** – White Oak Ave
- C. **South** – Victory Blvd
- D. **West** – Corbin Ave

The boundaries of the RNC are as set forth in Attachment A – Map of Reseda Neighborhood Council.

Section 2: Internal Boundaries – Not applicable.

ARTICLE IV STAKEHOLDER

Membership – Members of the RNC are all community stakeholders. Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations. Members of the Council shall be referred to as “Community Stakeholders.”

The membership in the RNC shall be diverse, inclusive, and open to all Neighborhood Stakeholders and may not discriminate in any of their policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income, or political affiliation.

ARTICLE V GOVERNING BOARD

The Board of Directors (hereinafter “the Board”) shall be the Governing Body of the RNC within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“the Plan”).

Section 1: Composition – The Board shall be comprised of fifteen (15) elected Community Stakeholders, eighteen (18) years of age or older and one (1) appointed Youth member between the ages of fifteen (15) and seventeen (17), as follows:

- A. **Residential Community Stakeholder (RCS)** – An RCS shall be any person who lives within the RNC boundaries as defined in Article III. There shall be three (3) RCS's.
- B. **Business Community Stakeholder (BCS)** – A BCS shall be any person who (1) works in (2) owns a business (3) owns business or residential rental property located within the RNC boundaries defined in Article III. There shall be three (3) BCS's.
- C. **At-Large Community Stakeholder (ACS)** – Open to all Community Stakeholders. There shall be nine (9) ACS's
- D. **Youth Board Member (YM)** - Open to Stakeholders between the ages of fifteen (15) and seventeen (17). As long as Youth member is still less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts. The Youth member shall be allowed to speak on such matters however. This position shall be selected on an annual basis and will not impact the quorum of eight (8). A Youth member who becomes eighteen (18) years of age during his or her term of office shall complete the term of office.

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

Each January and July Board Members shall reaffirm stakeholder status and if said status comes into question, said Board member shall have up to 14 calendar days to show proof of eligibility. If at any time a Board member no longer holds the corresponding stakeholder status for the seat for which s/he was s/elected the seat shall be deemed vacant.

Section 2: Quorum – The quorum shall be eight (8) members of the Board. No floating quorums are allowed.

Section 3: Official Actions – A simple majority vote by the Board members present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits – The term for Board members shall be for four (4) years and be staggered such that every two (2) years, there are seats eligible for election. There are no term limits.

Section 5: Duties and Powers – The primary duties of the Board shall be to govern the RNC 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 public body a standing RNC position previously adopted by the Board or a statement that the RNC 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 – Vacancies on the Board shall be filled using the following procedure:

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Secretary at any time before a vote is taken.
- B. The Secretary shall cause the matter to be placed on the agenda for the next regular meeting of the Board in no case shall a vacancy be filled within less than thirty (30) days to allow for community outreach. The vacancy and impending vote shall be announced at all meetings held during that time, if any.
- C. If only one (1) Stakeholder has made application for a vacant seat, then a vote of the Board shall be taken, and the applicant installed by majority vote of the Board. If more than one (1) Stakeholder has made application for an empty seat, then an open and fair vote shall be taken by a show of hands at the next regular meeting by all Stakeholders present who self-affirm their stakeholder status. The vote shall be presided over by the Board and shall include one (1) vote per Stakeholder.
- D. When a vacant seat is filled by the aforementioned process, that seat shall be filled only for the remaining term of that seat. In no event shall a vacant seat be filled where the election to fill that seat is scheduled to be held within sixty (60) days from the date the applicant (Stakeholder proposing to fill the vacancy) tenders a written application to the Secretary.

Section 7: Absences – Any Board member who misses three (3) regularly scheduled consecutive RNC Board meetings or, optionally, six (6) or more total Board Meetings during any twelve (12) month period will be subject to removal from the Board. Each RNC Board member absence shall be recorded in the RNC's meeting minutes or other manner of RNC record keeping, and that, upon missing the required number of Board meetings for removal, the RNC 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 as specified in the RNC Standing Rules before taking action to remove the Board member.
- Removal of the identified Board member requires two-thirds (2/3) majority of the attending Board members at which moment the position is vacant.

Any meeting of the RNC 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 RNC can take action to publically reprimand a Board member for actions conducted in the course of RNC business by censuring the Board member at an RNC Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members – The RNC shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. **Petition by Stakeholders** – A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of one hundred (100) Stakeholders.

1. Upon receipt of a written petition for removal, after fourteen (14) days the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular RNC meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.

3. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote being taken. Said Board member shall not be counted as part of the quorum for the removal action, nor allowed to vote on the matter.

B. **Petition by Board** – A Board member may be removed from the Board for good cause, including, but not limited to, disruptive conduct, interfering with RNC business; violations of the Bylaws, Standing Rules or Code of Conduct. Removal action shall require a Board member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board members.

1. The petition shall be delivered simultaneously to all Board members and the matter placed on the agenda and scheduled for a vote at the next regular Board meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.

3. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the RNC.

5. If the vote for removal is affirmative, the position shall be deemed vacant and filled via the RNC's vacancy clause.

Section 10: Resignation - A Board member may resign from the RNC by stating one's intention in written communication, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder whether RCS, BCS, or ACS, is required to immediately notify the Board of his or her change in status. The secretary shall place the matter for discussion and action on the agenda for the next Board meeting. Removal of the Board member requires a two-thirds (2/3) majority of the attending Board Members.

Section 12: Community Outreach – The RNC shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the RNC, including its Board elections, to find future leaders of the RNC, and to encourage all Stakeholders to seek leadership positions within the RNC.

- A. The RNC shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular RNC meeting.
- B. The Council shall utilize electronic media including but not limited to a web site presence to disseminate information to Council Stakeholders and others interested in the Council to the extent practicable.
- C. Outreach also shall be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board – The Officers of the Board (“Officers”) shall consist of a President, a Vice-President, a Treasurer, a Secretary, a Sergeant at Arms, and a Parliamentarian. These Officers shall be elected by the Board as provided below, and all must be members of the Board.

Section 2: Duties and Powers – The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

- A. **President** – The President shall be the principal officer of the Board and shall be the presiding officer at meetings of the Board. The President shall exercise and perform such other duties as the Board may assign from time to time or as the Bylaws or Standing Rules may prescribe. The President shall have supervision over the business and administrative affairs of the RNC, and such officer shall be the Chief Executive Officer of the RNC. The President shall approve all orders directing the disbursement of funds. The President shall make an annual report covering the business of the RNC for the year, and recommendations for the ensuing year, which shall be read at the first General meeting where practicable of the Board and a copy thereof forwarded to the Department. He or she shall approve all outgoing official RNC correspondence. The President shall be an ex-officio nonvoting member of all committees and boards.

- B. **Vice-President**– The Vice-President shall act as a presiding officer in the absence of the President and, in case of vacancy in the office of Chairperson, or in the case of the President’s unavailability due to sickness, disability, death or resignation, the Vice-President shall perform the duties of the President and when so acting shall have all the powers and perform such other duties as the Board or the Bylaws may prescribe. The Vice-President shall be responsible for the oversight of all committees designated by the Board. The Vice-President shall perform all other duties as the President or the Board may assign from time to time.
- C. **Secretary** – The Secretary shall keep the minutes of the RNC herein defined as a clear and concise record of the action of the Board, including the motions made and the vote thereon; see that all notices are given in accordance with the provisions of these Bylaws; be custodian of the RNC's records; perform all other duties as requested by the President and/or the Board. The Secretary shall keep the Bylaws and Standing Rules up to date and shall keep an official list of all Representatives, and Committee Members and their terms, and keep a register of the addresses (including electronic address, if applicable) and telephone numbers of each Representative. The Board may appoint an Assistant Secretary who shall assist the Secretary with all duties and act in his or her absence. The Secretary shall be a standing committee member of the Bylaws and Standing Rules Committee.
- D. **Treasurer** – The Treasurer shall keep the books and maintain, or cause to be kept and maintained, adequate and correct books and records of the RNC's transactions. The books and records, including books of accounts, shall be open to inspection by any Representative or Stakeholders of the RNC at all reasonable times. All books of accounts shall be kept in accordance with Generally Accepted Accounting Principles (“GAAP”) and in accordance with these Bylaws.
- E. **Parliamentarian** – The Parliamentarian shall ensure that the RNC's meetings follow the Brown Act then Rosenberg’s Rules of Order or such other rules as the Board adopts (insofar as such rules are not inconsistent with these Bylaws or with the law). The Parliamentarian shall ensure the meetings are undertaken in an expeditious manner and shall be the timekeeper, ensuring that all speakers speak within the allotted time frames. The Parliamentarian shall be a standing committee member of the Bylaws and Standing Rules committee, and should there not be a current chairperson of that committee, shall act as chairperson until such time as one is appointed by the RNC Board.
- F. **Sergeant-At-Arms** – The Sergeant-At-Arms shall preserve order at all meetings and shall perform such other duties as are usually incident to this office. The Sergeant-At-Arms should not use any physical contact to “preserve order”. It is advisable to summon law enforcement for assistance if faced with a dangerous situation.

Section 3: Selection of Officers

- A. Officers shall be elected by a majority vote of the Board at the first general meeting during which the seating of the newly elected Board members occurs.
- B. Any Stakeholder may nominate any Board member for any open Office of the Board. The nominations will remain open the first thirty (30) minutes of the meeting. Self-nominations are

acceptable. After nominations close the Board will vote by a show of hands on each nominee for the respective Officer positions. The votes will be tabulated and a majority winner will be declared.

- C. If there are two (2) candidates, and it is a tie vote, then the voting is open to all Stakeholders present. If there are more than two (2) candidates for an office, and none receives a majority vote on the first election, a run-off election shall be held immediately between the two (2) candidates receiving the highest number of votes.
- D. In the event of a permanent vacancy in the office of Chairperson, the Vice-President shall become the President until such time the Board meets at the next Board meeting and holds an election for the office. In the event of a permanent vacancy in the office of Vice-Chairperson, Treasurer or Secretary, the presiding officer shall nominate a replacement who shall be seated after approval by a majority of the Board present. The replacement shall serve for the remainder of the term of the office being filled.

Section 4: Officer Terms – The Officers shall serve two (2) year terms and serve at the pleasure of the Board. No President or Vice-President shall serve more than two (2) consecutive two (2) year terms in that office.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board and populated in a manner to be determined 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. Committees can be composed of and chaired by Stakeholders as well as Board members unless prohibited elsewhere in the By-Laws.

Section 1: Standing Committees – The Standing Committees of the RNC are:

- A. **Outreach and Public Relations** – The Outreach Committee shall reach out to Community Stakeholders utilizing any acceptable means of media approved by the Board. The content of such distribution must be pre-approved by the Committee Chair and RNC Chair. The Committee shall also be charged with liaising with local media, including, but not limited to, newspapers, magazines, radio, television, internet/world wide web sites and cable broadcasters with upcoming activities, news, accomplishments and matters affecting the RNC.
- B. **Planning and Land Use Management (PLUM)** – Committee shall maintain liaison with relevant City agencies, and give advice pertaining to actions of the same agencies occurring within the boundaries of the RNC. Committee shall also liaison with stakeholders regarding any concerns over planning, zoning, or land use issues within the RNC boundaries.
- C. **Finance Committee/Grant Proposal** – The Finance Committee shall: administer the financial policy, prepare the budget, and supervision of disbursing and accounting of all funds. It shall also create and maintain relationships with any and all private or public institutions offering

grants, donations, or other encumbered monies. The Board shall maintain direct management of monies or other considerations.

- D. **Disaster and Emergency Services/Community Safety** – This Committee shall organize the RNC into a cohesive unit so that in times of disaster we are able to cooperate and assist law enforcement and relief agencies. The Committee shall develop a plan to coordinate resources at the City and county level and to establish communication between community stakeholders and public safety officers in event of a local emergency. The Committee shall provide emergency services training for the RNC. The Committee shall form liaisons with appropriate private and public agencies to enhance community safety.
- E. **Youth & Senior Advocacy** – Committee shall form relationships with appropriate private and public agencies to enhance Youth & Senior involvement in community affairs and to bring needed services to the Youth & Seniors of our community.
- F. **Economic Development** – Committee shall encourage local business participation in community affairs; maintain relationships with related City agencies, Non-Profits, and Chambers of Commerce to improve the economic health of the RNC area. This committee shall also participate in the development of and advocating for a vision for Reseda’s business community.
- G. **By-laws and Standing Rules** – Committee shall review and recommend additions, modifications and revisions to the By-Laws and Standing Rules as referred to it by the Board.
- H. **Health & Wellness Committee**- This committee shall raise community awareness of health related resources as well as to improve the health and wellness of the community through education and health promotion activities.
- I. **Mobility & Environment Committee**- The committee shall advocate for the community’s concerns on all modes of transportation including but not limited to bicycling, mass transit, pedestrian, and automobiles. In addition, it will promote local cleanup and neighborhood pride efforts and address ongoing environmental sustainability interests.
- J. **Homelessness Advocacy Committee** - The Homelessness Advocacy Committee shall serve as a liaison between relevant city agencies and the Reseda Neighborhood Council on all issues and programs relating to homelessness. It shall perform outreach to connect the homeless and formerly homeless to available resources and services. It shall inform and educate stakeholders on the issues of homelessness in Los Angeles and advocate for the concerns stakeholders have over the issue. It shall work with community members to develop additional programs to help homeless individuals.
- K. **Community Space Committee** - The Community Space Committee shall be responsible for maintaining the Reseda Community Space in an orderly and clean condition. It shall consider ways in which the space may be improved to better serve the community, develop a plan of action, and bring these ideas to the Board for approval. It shall vet all groups interested in using the space to make sure they qualify. It shall maintain a schedule of reservations to maximize efficient usage by different groups and avoid scheduling conflicts. It shall make sure there is proper supervision of the space while it is being used.

Section 2: Ad Hoc – The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad hoc committees that include non-board member stakeholders shall be agendized and noticed in keeping with the Brown Act.

Section 3: Committee Creation and Authorization

- A. **Committee Authority** – All committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – Committee member candidates shall be appointed by the Committee Chair Person and ratified by the Board. Standing Committees shall be comprised of at least one (1) Board member and no more than four (4) board members, and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of four (4) or less Board members and may include any interested Stakeholders. Ad hoc committees that include non-board member stakeholders shall be agendized and noticed in keeping with the Brown Act.
- C. **Committee Appointment** – All Committee Chairs shall be appointed by the Chairman and confirmed by the Board.
- D. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board
- E. **Changes to Committees** – With proper public notice at a regular Board meeting or special meeting 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 RNC meeting minutes.
- F. **Removal of Committee Members** – Committee members may be removed by the Committee Chair with ratification by vote of the Board.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act, 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 RNC boundaries 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** – Regular RNC meetings shall be held at least once per month and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

- B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special RNC Meeting as needed.

Section 2: Agenda Setting – The President or Vice President shall establish the agenda for RNC meetings in accordance with Standing Rules. However, at any regular meeting of the RNC, any Stakeholder may request the inclusion of any specific agenda item for future meetings, and upon the concurrence of a majority vote of the Board, such item will be placed on the future agenda as requested.

- A. No items may be added to the Agenda once it is posted. No action or discussion shall be undertaken of any item not appearing on the Agenda except in response to comments or questions made during Public Comment(s) in which case such responses shall be brief.
- B. The Board, and committee chairpersons will be permitted to make:
- brief announcements, or
 - to give a brief report on his/her activities, or
 - to make a request of any City staff, or other resource present for factual information,
 - or to request City staff to report back at a subsequent meeting concerning any matter

Section 3: Notifications/Postings – At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

Section 4: Reconsideration – The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration by official action. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to consideration occurred. The RNC may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed

specified periods of time as stated above.

- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

ARTICLE IX FINANCES

- A. The RNC 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 RNC shall adhere to all rules and regulations promulgated by appropriate City officials regarding the RNC'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 RNC website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the RNC's accounts.
- E. At least once each quarter, the President and at least one other individual other than the Treasurer, who is designated by the Board, shall examine the RNC's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F. The Finance Committee shall consist of at least two (2) appointed members and the elected Treasurer. It shall administer the financial policy, and oversee the disbursing and accounting of RNC funds as applicable.
- G. A budget shall be submitted on a fiscal year basis by the President to the Board.
- H. No disbursement of moneys of the RNC shall be made for any purpose other than a purpose authorized by the Board.
- I. Appropriations of moneys of the RNC shall be made by a duly adopted resolution of the Board, stating the amount to be expended or disbursed (which maybe expressed as a "not to exceed" or "up to" amount) and the payee.

J. The Treasurer is required to submit separate accounting statements regardless of whether the funds are received from the City or not.

K. In addition, the Treasurer shall be responsible for Bookkeeping. The Treasurer will set up and maintain an appropriate bookkeeping system for the RNC.

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 – All community stakeholders aged sixteen (16) and above shall be entitled to vote in the RNC elections.

Section 4. Method of Verifying Stakeholder Status – Voters will verify their Stakeholder status by self-affirmation.

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

Section 6: Other Election Related Language – Not applicable.

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder or Board member must be submitted in writing to the Secretary who shall cause the matter to be placed on the agenda for the next regular RNC meeting, but in any case no more than in thirty-five (35) days. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Non-Board Stakeholders randomly selected by the Secretary from a list of Non-Board Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel's selection, the Secretary shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations

prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular RNC meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at RNC meetings.

F. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The RNC shall use Rosenberg's rules of order when conducting RNC meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and its committees and RNC meetings may be developed and adopted by the Board. All such rules and or procedures shall be in writing and shall remain in effect until either repealed or amended and a copy shall be available to all Board Members.

ARTICLE XIII AMENDMENTS

A. Any Board member, or Stakeholder during public comment period, may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

1. The proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular RNC meeting.
2. An amendment or adjustment to these bylaws requires a two-thirds (2/3) vote of the Board members present at a duly noticed general or special meeting.

B. The Board can also refer to the Bylaws and Standing Rules Committee any other item for recommendation.

C. All changes shall then be forwarded to the Department for review and approval. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

D. The Board can create Standing Rules to implement the Bylaws and the Plan, and for creating effective administrative rules and procedures.

ARTICLE XIV COMPLIANCE

The RNC, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The RNC board members, its representatives, and all Community Stakeholders shall conduct all RNC 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 take training in the fundamentals of Neighborhood Council practices, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their RNC voting rights. All board members must take ethics and funding training prior to making motions and voting on funding related matters

Section 3: Self-Assessment – Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

Attachment A – Map of Reseda Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Reseda Neighborhood Council – 16 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED ?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Residential Stakeholder Representatives Term: 4 Years	3	Elected	Stakeholders who live within the RNC boundaries and who are at least 18 years of age or older.	Stakeholders who are at least 16 years of age or older.
Business Stakeholder Representatives Term: 4 Years	3	Elected	Stakeholders who work in, own a business, own businesses or residential rental property located within the RNC boundaries and who are at least 18 years of age.	Stakeholders who are at least 16 years of age or older.
At-Large Representatives Term: 4 Years	9	Elected	Stakeholders who are at least 18 years of age or older.	Stakeholders who are at least 16 years of age or older.
Youth Board Member Term: 1 Year	1	Appointed	Open to Stakeholders between the ages of fifteen (15) and seventeen (17).	Reseda Neighborhood Council Board Members