

Greater Griffith Park Neighborhood Council

Bylaws

REVISED AUGUST 5, 2004 PURSUANT TO INPUT FROM THE DEPARTMENT OF
NEIGHBORHOOD EMPOWERMENT AND THE CITY ATTORNEY

REVISED JUNE 10, 2002 PURSUANT TO INPUT FROM THE DEPARTMENT OF NEIGHBORHOOD
EMPOWERMENT AND THE CITY ATTORNEY

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ARTICLE I

NAME AND ORGANIZATION

The name of this organization shall be the “Greater Griffith Park Neighborhood Council.” It may hereinafter be referred to as “GGPNC”, “Neighborhood Council” or the “Council”. It shall be organized as an advisory body to the City of Los Angeles pursuant to Article IX of the City Charter and any ordinances or regulations promulgated there under.

ARTICLE II

PURPOSE

The purpose of the GGPNC is to participate as an advisory body on issues of concern to the stakeholders of the Council area as defined in these bylaws and in the governance of the City of Los Angeles.

ARTICLE III

MISSION

The mission of the GGPNC is to improve and unify the diverse communities of the Greater Griffith Park area by promoting citizen participation in government at all levels and by encouraging citizens to advise City government in accordance with the provisions of law cited in Article I above.

ARTICLE IV

POLICY

The GGPNC endeavors to be the premier conduit between the voice of the people (who live, work, go to school, and attend religious services or other community functions) in Franklin Hills, Griffith Park and Los Feliz and the appropriate City of Los Angeles government officials to enhance the quality of life in these areas. GGPNC participants will help to set a standard for how area citizens will strive to promote and defend the interests of these communities. It is the policy of the GGPNC:

- 1) To provide an inclusive, open forum for public discussion of issues relevant to this Neighborhood Council;
- 2) To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Neighborhood Council;
- 3) To remain non-partisan and inclusive in its operations including, but not limited to, the election process for governing body and committee members;
- 4) To utilize the Early Notification System (ENS) to inform the Neighborhood Council stakeholders about matters involving the City of Los Angeles (and our community) in a

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way that is tailored to provide opportunities for involvement in the decision-making process;

- 5) To encourage all Community Stakeholders to participate in the activities of this Neighborhood Council;
- 6) To prohibit discrimination against any individual or group in the GGPNC operations on the basis of race, religion, color, creed, national origin, ancestry, gender, sexual orientation, age, disability, marital status, income, or political affiliation;
- 7) To have fair, open, and transparent procedures for the conduct of the Neighborhood Council business.

ARTICLE V

DEFINITIONS

“AREA” shall mean the geographic area, as set forth in ARTICLE VII. “BOARD” shall

mean, as to the GGPNC, the governing board as that term is defined in the Plan for a Citywide System of Neighborhood Councils, also to be known herein as the Neighborhood Council Board.

“COUNCIL” shall mean the Greater Griffith Park Neighborhood Council.

“DEPARTMENT” shall mean the Department of Neighborhood Empowerment of the City of Los Angeles.

“DISTRICT” shall mean the Districts described in Article VII within the boundary of the GGPNC Area from which District Representatives are elected to the Board.

“MEMBERSHIP” shall mean all individuals identified as “STAKEHOLDERS”.

“PLAN” shall mean the Plan for a Citywide System of Neighborhood Councils approved by the City Council of Los Angeles May 30, 2001, as amended from time to time in any manner binding on the GGPNC.

“RESIDENT” shall mean a homeowner or tenant who lives within the boundaries of the GGPNC.

“STAKEHOLDER” shall mean any individual who lives, works, owns property, has an interest (by attending school, visiting a place of worship or participating in a local group) in the Area, or who otherwise qualifies as a stakeholder in the Area, within the meaning of Article II of the Plan including, but not limited to, business, religious community, schools (employees and students), recreational services, and non-residential community and/or charitable group representatives.

“SUPERMAJORITY” shall mean a vote of at least 12 members of the Board.

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“PARLIAMENTARY AUTHORITY” shall mean Robert’s Rules of Order, newly revised.

ARTICLE VI

MEMBERSHIP

Membership in the GGPNC is open to all Stakeholders.

ARTICLE VII

BOUNDARIES OF THE GGPNC

The geographical Area of the Greater Griffith Park Neighborhood Council has a population in excess of 20,000 residents.

The Area boundaries are described as follows (see attached map): From Hollywood Boulevard, north on Western Avenue into Griffith Park at its western boundary (Fern Dell), continuing up the natural boundary of Griffith Park over to the north City limits; then along the north City limits to the fence enclosing the Los Angeles River at the Ventura Freeway (I-134), then southerly to Hyperion Avenue, Hyperion Avenue to Fountain Avenue, southerly to Myra Avenue and then north up Hoover Street to Fountain Avenue to Sunset Blvd. to Hollywood Boulevard, and westerly on Hollywood Boulevard to Western Avenue, including Barnsdall Park.

The Area boundaries are subject to revision in accord with Article V of the Plan.

The Area shall include five (5) Districts designated as Districts A through E. The District boundaries are described as follows:

- A. North of Los Feliz Boulevard;
- B. South of Los Feliz Boulevard and west of Vermont Avenue;
- C. South of Los Feliz Boulevard between Vermont Avenue on the west and Commonwealth Avenue, to Prospect Avenue to Hoover Street on the east;
- D. South of Los Feliz Boulevard to Commonwealth Avenue on the west to Franklin Avenue to St. George Street to Tracy Street on the south;
- E. Commonwealth Avenue to Prospect Avenue to Hoover Street on the west; Franklin Avenue to St. George Street to Tracy Street on the north.

ARTICLE VIII

BOARD OF DIRECTORS

- A. The GGPNC Board shall consist of 19 members representing diverse stakeholder interests and geographic locations as follows:
 - a. Elected Members. Ten Board members (“District Representatives”) shall be elected by district in accordance with the provisions of Article IX.D. District Representatives shall be charged with representation of Stakeholders residing in their respective Districts, as well as, with responding to the concerns of all Stakeholders concerning such District.

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- b. Designated Members. Nine Board members (“Designated Members”) shall be selected by the existing Board to represent the interests of various segments of the Area community in accordance with the provisions of Article IX E. Designated Members shall include at least one representative of each of the following: (a) business interests; (b) the religious community; (c) educational interests; (d) recreational interests; and, (e) non-residential community or charitable groups. In selecting the Designated Members, the Board shall solicit nominations from groups representative of the various segments and shall encourage groups in each segment to work together to nominate a consensus candidate. The Board shall attempt to select a representative or representatives from among those nominated from the constituent groups. In determining which additional Stakeholder groups or areas of concern should be included, the Board shall take into account the principles of diversity set forth in the Plan, as well as, (a) the need for representation of various identified Stakeholder groups in the Area in relation to the purposes of the Council; and (b) the nominated individual’s potential for assistance to the Board in representing the interests of such identified Stakeholder groups and of all Stakeholders in the Area. In completing the selection of appointed board members, the Board shall give consideration to the possible need for representation of the interests of Stakeholders who are not members of formal groups, such as non-resident work force Stakeholders.
- B. Officers and Duties. The Neighborhood Council Board shall elect the officers of the Board from among its Members. Officers shall be elected annually to serve until the next annual election. Election of officers shall take place immediately following appointment of Designated Members and the first meeting no more than 12 months later. Upon resignation of any officer, the remaining officers may appoint an interim replacement to serve until election of a successor by the Board at the next meeting of the Membership.
- a. President. The President shall: preside at all meetings of the Board and quarterly and special meetings of the Members; represent the interests of the Council before the City Council and City departments, boards, and commissions, or delegate such representation as warranted; serve as spokesperson for the Council in the press and before the public or delegate such a function as warranted; and Chair the Executive Committee.
 - b. Vice President for Administration. The Vice President for Administration shall: serve as President in the absence of the President; be responsible for the operational and logistical needs of the Board and Council; and Chair the Rules and Elections Committee.
 - c. Vice President for Communication and Outreach. At the direction of the President, the Vice President for Communication and Outreach shall prepare and release media statements; prepare and release formal position papers; oversee the Council’s website; routinely inform the public of the Council’s activities; actively solicit interest and participation in the Council’s activities; and maintain a current roster of active Members.
 - d. Treasurer. The Treasurer shall Chair the Budget, Finance & Fundraising Committee. The Treasurer shall have charge and custody of and be responsible for all funds of the Council; receive and give receipts for money due and payable to the Council from any source, and deposit such money in the name of the Council in such banks, trust companies, or other depository as shall be selected by the Board; and, in general, perform all duties incident to the office of Treasurer

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- and such other duties as may be assigned by the Board. The Treasurer shall comply with the requirements of Article XIV regarding Financial Accountability.
- e. Secretary. The Secretary shall keep a record of all proceedings, correspondence, and documents; at the direction of the President, prepare and post agendas of meetings; keep a record of all committees and their members; keep minutes of all Board, Board Committees, and Membership meetings; and keep a record of all persons wishing copies of agendas and minutes and provide access to copies of agendas and minutes.
- C. Committees. The Board shall create a system for the election, selection, or appointment of Stakeholders to committees, sub-committees, and/or ad hoc committees, as the need arises. The Secretary shall note all other committees established or disbanded in the minutes.
- a. Board Committees. Committees shall include the following:
 - i. Executive Committee. The Executive Committee consists of the President as Chair, the Vice President for Administration, the Vice President for Communication and Outreach, the Treasurer, and the Secretary. The Executive Committee shall: consider and recommend to the Board the location of Council offices, create and follow administrative policies and procedures for the conduct of the Council's business; determine procedures for the hiring and termination of staff and consultants; hear and act on grievances submitted pursuant to Article XI; in cases of emergency, act on behalf of the Board between Board meetings; authorize the application for, receipt, and expenditure of money from any source and for any lawful purpose; and appoint Council Committee Chairs and adopt rules to govern the conduct of Council Committees. All decisions of the Executive Committee shall be subject to ratification or reversal by the Board as a whole, and shall be submitted for ratification at the next meeting of the Board.
 - ii. Budget and Finance Committee. The Budget and Finance Committee shall prepare and submit to the Board for approval the annual budget of the Council.
 - iii. Rules and Elections Committee. The Rules and Elections Committee shall review and recommend proposed amendments to these Bylaws, rules concerning the conduct of elections of District Representatives and selection of Designated Members of the Board, and rules of conduct of Council meetings.
 - iv. Council Committees. The Board may create additional committees open to the Membership for purposes of carrying out the functions and duties of the Council consistent with the Plan. Council Committees shall consist of at least three committee members. The chairperson of the committee shall initially be appointed by the Executive Committee, subject to change by vote of the Committee. Any interested member of the GGPNC, including Board members, shall be entitled to serve on any Council Committee upon request to the Committee or the Board. Council Committees may include committees for the following: (1) early notification; (2) outreach; (3) parks; (4) fundraising; and (5) beautification.

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- D. Quorum. Thirteen Board members shall constitute a quorum. A majority vote of all Board members present shall be sufficient for the Board to take action unless otherwise specified in these Bylaws.
- E. Termination and Suspension.
- a. A Board member may resign in writing to the President or Secretary.
 - b. Unexcused absences at two consecutive Board meetings or three Board meetings in a fiscal year constitute grounds for expulsion of a Director.
 - c. The Board may expel a member based on a good faith determination that the Board member has failed to a material and serious degree to observe the rules of conduct of the GGPNC, or has engaged in conduct materially and seriously prejudicial to the interests of the GGPNC.
 - d. If grounds appear to exist for expulsion or suspension of a Board member, the following procedures shall be followed:
 - i. The Board member shall be given fifteen (15) days prior notice of the proposed expulsion or suspension and the reasons for this action. Notice shall be given by any method reasonably calculated to provide actual service.
 - ii. Board member shall be given an opportunity to be heard, orally or in writing, at least five (5) days prior to the proposed expulsion or suspension. The hearing shall be held, or the written statement considered, by the Board or by a Committee appointed by the Board to determine whether the expulsion or suspension should take place. The Board member shall have the opportunity to be heard and to call witnesses at this hearing in accordance with parliamentary authority and these bylaws.
 - iii. The Board or Committee appointed by the Board shall decide whether or not the Board member should be suspended, expelled or sanctioned in some other way. A Board member may be expelled, suspended or sanctioned by an affirmative vote of a supermajority of Board members.
 - iv. Duration of suspensions and the nature of sanctions shall be determined on an individual basis by the Board or the Committee appointed by the Board.
 - v. All decisions of the Board or Committee are final.
- F. Conduct of Meetings.
Decisions of the Board shall be made by consensus. In the event that a consensus is not reached, decisions may be made by a majority vote, except that matters involving positions on City issues, amendment of bylaws, or disciplinary or grievance procedures shall require a supermajority vote. In all decisions that affect only one District, the Board shall give strong consideration to positions taken by a consensus of the affected stakeholders. A consensus is reached when the presiding officer senses that the majority of the members support a position or action and no member is so strongly opposed that the member cannot acquiesce in the position or action taken by the Board. All Members and the public shall have the right to state their positions or grievances at any meeting of the Board during the public comment agenda item or in writing to the Board. The Board shall make such other rules for the conduct of its meetings as are necessary and appropriate, and shall be the sole judge of such rules. Actions taken by the Board may be reconsidered in accordance with the procedures for reconsideration in the Parliamentary Authority. All meetings of the Board and committees of the Council shall be conducted

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according to the applicable provisions of the Ralph M. Brown Act and these bylaws, and Parliamentary Authority.

- G. Parliamentary Authority: Roberts Rules of Order newly revised shall be the parliamentary authority for the GGPNC.

ARTICLE IX

SELECTION OF THE BOARD

- A. Interim. The Steering Committee identified in the Application for Certification of the Council shall serve as the Interim Board during the time between acceptance of the Application and the initial election and appointment of a complete Board. The Interim Board shall consult with the informal Rules and Elections Committee concerning the conduct of initial elections, but shall have final approval over the conduct of initial elections. Initial elections shall follow the same process for elections as delineated below for Board elections.
- B. Term. All Board members shall serve for a term of two years. In no event shall any Board member serve on the Board for more than eight consecutive years, excluding any service during the initial interim period.
- C. Basic Qualifications. All Board members must have been qualified for Membership prior to nomination for election or appointment to the Board. Candidates must be over eighteen years of age (except youth representatives) and be a stakeholder as defined in these Bylaws. During their term, each Board member must maintain the status upon which they were elected/selected for membership (i.e., a District Representative must remain a resident of that District, a representative of business must maintain an interest in or relation to a business in the Area, etc.)
- D. Election of District Representatives. Board members elected as District Representatives must be members of the District at the time of both their nomination and election. District representatives shall be elected by a vote of the Membership of the entire Council. All Stakeholders shall be eligible to vote for two members from each district. The Board shall establish procedures for the conduct of such elections. Such procedures shall include provisions for at least two open community meetings at which candidates may make presentations and voting may take place. The procedures shall also include appropriate provisions for voting by membership which may be homebound or otherwise unable to attend the community meetings, and may include provisions for distribution of ballots at other locations and collection of such ballots during the period commencing with the first community meeting and ending with the second community meeting. Applications and ballot forms shall be approved by the Board, which may designate the Elections Committee as its authorized agent for this purpose. The Board shall establish procedures for tabulation of the ballots and publishing results. Votes will be tabulated only for those persons who are designated on the ballot. The top two vote getters in each district shall be elected. There will be no runoffs. The Board may establish procedures for resolving ties. If there are less than two candidates receiving votes in any district, the available positions for that district may be filled by appointment by the Board.

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- E. Selection of Designated Members. The Board shall establish procedures for selection of Designated Members. Following the first election of District Representatives, the elected District Representatives shall complete the selection of the remaining Board members, consistent with the provisions of Article VIII above, within thirty days of the conclusion of the appointment. The Designated Members thus appointed shall serve for an initial term expiring at the conclusion of the next selection of Designated Members. Thereafter, each two-year term of the Designated Members shall commence on the date of their selection, within thirty days after the conclusion of the last election of District Representatives. Selection of Designated Members following the initial term shall be made by a majority of the entire Board, during the thirty days following the election of District Representatives.

- F. Outreach. The Board shall establish a system of outreach to find and obtain nominees for subsequent 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 inform and give Stakeholders desiring to participate on the Board an opportunity to become a Board member. To that end, a period of at least 60 days prior to any election shall be given to prospective Board members for purposes of soliciting Stakeholder support.

- G. Board Vacancies. The Board shall fill Board Vacancies by majority vote after an outreach effort.

ARTICLE X

MEETINGS

- A. General Membership Meetings. General Membership Meetings shall be held at least once per calendar quarter.

- B. Town Hall Meeting Elections. The District Representatives shall be elected at two Town Hall Election Meetings, the first of which will be held in the ninth month of each even-numbered year, and the second of which will be held no more than one week after the first. Notification of the date, time, and place of this meeting shall be given at least 15 days prior to such meeting.

- C. Special Meetings. A Special Meeting of the Members for any lawful purpose may be called at any time by the Board, by the President, or by a petition signed by 100 or more Members. The meeting date shall be at least 15 days but no more than 30 days after receipt of the petition by the Board. No business, other than the general nature of which was set forth in the notice of the meeting, may be conducted at such a meeting.

- D. Notice Requirements. Whenever Members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given. The notice shall specify the date, time, place, and agenda of the meeting. All notices will conform to the Ralph M. Brown Act, which includes posting meeting notices in generally accepted public places, through electronic media, such as e-mail, and posting notice on the Council's web page and the web page for the Department.

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- E. Conduct of Meetings. All meetings shall be conducted in accordance with the Ralph M. Brown Act and these Bylaws.

ARTICLE XI

GRIEVANCE

Grievance Procedure. Any stakeholder opposed to an action taken by the Board may submit a written grievance to any member of the Board. The Executive Committee, or a sub-committee of the Board if so designated by the Executive Committee, shall review the grievance at either a regular Committee meeting or a special Committee or designated sub-committee meeting. The person submitting the grievance shall be notified not less than four days prior to the meeting in order that he or she may attend and be heard. The Executive Committee or designated sub-committee shall resolve the grievance and take appropriate action and shall advise the person submitting the grievance of its determination.

ARTICLE XII

AMENDMENTS

The Board or any Stakeholder(s) may propose amendments, changes, additions or deletions to these Bylaws during the public comment period of a regular meeting of the Board. A proposal to amend these Bylaws, however, must then be formalized in writing and be lodged with the Secretary or person responsible for preparing the agenda for the next regular meeting. 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 a supermajority vote of the entire number of the Board. Thereafter, and within 14 days after a vote recommending adjustment or amendment to the Bylaws, a Notice of Proposed Adjustment of Bylaws shall be submitted to the Department along with a copy of the existing Bylaws for review and approval by the Department all in accordance with Article V(3) of the Plan.

ARTICLE XIII

FINANCIAL ACCOUNTABILITY

- A. All receipts, disbursements, funds handling and investment, accounting, and financial reporting for the Council shall comply with the requirements of the Department, as such the Department from time to time may amend requirements.
- B. The Treasurer of the Council shall oversee and be charged with the full custody and control of all Council funds and assets. The Treasurer will establish an account or accounts for the deposit of Council funds in a federally insured (FDIC) bank or financial institution in the precise name of this Council, as certified by the City of Los Angeles. These funds shall remain liquid and readily available for use by the Council and shall not be used for high risk or speculative investments, but must conform to prudent standards of investment of public funds.

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- C. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the other members of the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing the same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.
- D. The Council's financial statements, books and accounts shall be open for inspection and copying by any member of the public upon a written request to the Board. The Board shall establish fair and open procedures to permit inspection within a reasonable time. Any copying of financial records will be performed by policies established by the Board and the charges for such services will be the responsibility of the person or entity requesting the copies.
- E. The Treasurer shall make a written report to the Board on the Council's finances at every regular meeting of the Board and such other times as the Board may request.
- F. The Treasurer shall prepare and file such documents and returns as are required by the City of Los Angeles and shall make the Council's financial records available for review by any authorized agency of the City of Los Angeles. The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement for the Department annually. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or system by which the Council's finances and book of accounts can be reviewed by the Department pursuant to the Plan.
- G. The GGPNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and in the Plan and as stated in the City's Certification Application. The GGPNC further agrees to comply with all financial reporting requirements as prescribed by the Department of Neighborhood Empowerment.

ARTICLE XIV

ETHICS

The Council, its representatives, and all Stakeholders will endeavor to conduct Council business in a professional and respectful manner. The Council is committed to developing a system whereby pertinent information transmitted through the City's Early Notification System (ENS) will be disseminated or reasonably made available to Stakeholders in a timely manner.

The Council, its representatives, and all Stakeholders will refrain from violating Board Rules and shall abide by the Plan and all City, County, State, and/or Federal laws that apply, including the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code, Section 49.5.1, et seq.).