

GREATER GRIFFITH PARK  
NEIGHBORHOOD COUNCIL

APPROVED

5/2/09

BYLAWS

REVISED PURSUANT TO ACTION OF THE BOARD MAY 19, 2009

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FOR CITY CLERK ELECTION CONDUCT

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OF NEIGHBORHOOD EMPOWERMENT AND THE CITY ATTORNEY

## **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 thereunder.

## **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 for 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 protect 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 selection process for governing Board 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 way that is tailored to provide opportunities for involvement in the decision-making process;
- 5) To encourage all 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 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.

"BOARD MEMBERS" shall mean members of the Neighborhood Council Board, consisting of District Representatives and Appointed Board Members as described in Article VIII.

"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.

"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.

"STAKEHOLDER" shall mean any individual who lives, works, or owns property in the Area (or District, as applicable), and also those individuals who declare a stake in the Area (or District, as applicable), and affirm the factual basis for it, such as (but not limited to) participants in or representatives of businesses, religious community, schools (employees and students), recreational services, and non-residential community and/or charitable groups.

"SUPERMAJORITY" shall mean a vote of at least 12 Board Members.

"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 east along the north City limits to the fence enclosing the Los Angeles River at the Ventura Freeway (I-134); then south along such fence to Hyperion Avenue, Hyperion Avenue to Fountain Avenue, south on Myra Avenue to Hoover; then north up Hoover Street to Fountain Avenue, east to Sunset Blvd., and northwest on Sunset Blvd. to Hollywood Boulevard; then west on Hollywood Boulevard to Western Avenue, but including Barnsdall Park.

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**

### **GOVERNING BOARD AND COMMITTEES**

- A. The GGPNC Board shall consist of 19 Board Members representing diverse stakeholder interests and geographic locations as follows:
  - 1. Elected Board Members. Ten Board Members ("District Representatives") shall be elected by district in accordance with the provisions of Article IX.C. District Representatives shall be charged with representation of Stakeholders in their respective Districts, as well as with responding to the concerns of all Stakeholders concerning such District.
  - 2. Appointed Board Members. Nine Board Members ("Appointed Board Members") shall be selected by the existing Board in accordance with the provisions of Article IX D. Unless the Board finds by a Supermajority Vote that such interests are already sufficiently represented due to elected District Representatives active in such interests, or that no suitable representative of such interests has stated a willingness to serve, Appointed Board 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 Appointed Board Members, the Board shall solicit nominations from groups representative of the various segments of the Area community 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 Stakeholders.

- B. Officers and Duties. The Neighborhood Council Board shall elect the officers of the Board from among its Board Members. Officers shall be elected annually to serve until their successors are seated. Election of officers shall take place: (i) in even numbered years at the general Board meeting at which the term of the newly elected District Representatives commences; and (ii) in odd numbered years at the general Board meeting at which the term of newly selected Appointed Board Members commences. Upon resignation of any officer, the remaining officers may, by consensus, appoint an interim replacement to serve until election of a successor by the Board at a meeting of the Board, as soon as reasonably practicable.
1. President. The President shall preside at all meetings of the Board ; 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. Discretionary actions of the President shall be subject to reversal by the Board as a whole, to the extent practical.
  2. 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.
  3. 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; oversee the Council's website; routinely inform the public of the Council's activities; and actively solicit interest and participation in the Council's activities.
  4. Vice President for Governmental Affairs. The Vice President for Governmental Affairs shall coordinate and supervise the monitoring

of and contacts with the City and other governmental agencies or units; coordinate with all committees in regard to such matters; oversee the submission of community impact statements; and otherwise assist the President and the Board in contacts with the City and other governmental agencies or units.

5. 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 and such other duties as may be assigned by the Board. The Treasurer shall comply with the requirements of Article XIV regarding Financial Accountability.
  6. 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; release and maintain a record of formal position papers; maintain a current roster of Board Members and active members of committees; keep minutes of all Board, Board Committees, and Board meetings; and provide access to copies of agendas and minutes.
- C. Committees. The Board shall create a system for the election, selection, or appointment of Board Members or 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.
1. Standing Board Committees. Standing Board Committees shall be composed of Board Members and shall include the following:
    - a. The Executive Committee. The Executive Committee consists of the President as Chair, the Vice President for Administration, the Vice President for Communication and Outreach, the Vice President for Governmental Affairs, 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. A quorum of the Executive Committee shall consist of a majority of filled positions. 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.

- b. Budget and Finance Committee. The Budget and Finance Committee shall prepare and submit to the Board for approval the annual budget of the Council.
  - c. Rules and Elections Committee. The Rules and Elections Committee shall review and recommend proposed amendments to these Bylaws, rules and procedures concerning the conduct of elections of District Representatives and selection of Appointed Board Members, rules of conduct of Council meetings, and other rules or guidelines for the conduct of the Council and Committees.
2. Standing Stakeholder Committees. The Board may create additional standing committees open to the Stakeholders for purposes of carrying out the functions and duties of the Council consistent with the Plan. Standing Stakeholder Committees shall consist of at least three committee members. The chairperson of the committee shall be appointed by the Executive Committee, and may be removed and replaced by the Executive Committee. Any interested Stakeholder of the GGPNC, including Board Members, shall be entitled to serve on any Standing Stakeholder Committee upon request to the Committee or the Board. Standing Stakeholder Committee membership shall be effective as of the second regularly scheduled Committee meeting following the request for membership on the Committee. Nothing in these Bylaws shall prevent a Committee from acting on the basis of a consensus of those present. The Board may authorize a Standing Stakeholder Committee to function as a joint committee with other neighborhood councils; however, only GGPNC Stakeholders will be considered members of the GGPNC Committee.
  3. Ad Hoc Committees. Subject to such terms and conditions as they deem appropriate, the Board or the Executive Committee may create or authorize ad hoc committees to perform specific services or to study or investigate issues of concern to the Council, and to report back to the Board or to a standing committee concerning their findings and recommendations, if any.

4. Removal Procedures. The Board may establish procedures for removal of Committee members for cause, subject to review under the Grievance Procedure in Article XI.
- D. Quorum. Ten 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.
1. A Board Member may resign in writing to the President or Secretary.
  2. Unexcused absences at two consecutive Board meetings or three Board meetings in a fiscal year constitute grounds for expulsion of a Member.
  3. 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.
  4. If grounds appear to exist for expulsion or suspension of a Board Member, the following procedures shall be followed:
    - a. 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.
    - b. The Board Member shall be given an opportunity to be heard at a special hearing, if requested by the Board Member in writing at least five (5) days prior to the proposed expulsion or suspension, or by submission of a written statement for the Board's consideration. The hearing shall be held, or the written statement considered, by the Board in determining whether the expulsion or suspension should take place. The Board Member shall have the opportunity to be heard and to call witnesses at any special hearing in accordance with parliamentary authority and these bylaws.
    - c. 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.

- d. Duration of suspensions and the nature of sanctions shall be determined on an individual basis by the Board.
- e. All decisions of the Board are final.

## **ARTICLE IX**

### **SELECTION OF THE BOARD**

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- A. Term. All Board Members shall serve for a term of two years, or until their successors are seated. The terms of District Representatives shall commence at the first general Board meeting which is more than 30 days but no more than 60 days following the certification of the results of the election (it being intended that if meetings are held monthly the newly elected District Representatives would be seated at the second meeting following their election). The terms of Appointed Board Members shall commence at the regularly scheduled general Board meeting falling closest to twelve months after the last meeting at which elected District Representatives were seated, and following their selection; provided that, if the time for seating new Appointed Members falls in July or August, the time shall be automatically changed to the next regular meeting of the Board after August, so that the actual selection part of the appointment process shall not take place in the months of July and August.
- B. Basic Qualifications. All Board Members be qualified for the position sought prior to application for election or appointment to the Board. All candidates must be at least eighteen years of age and be a Stakeholder as defined in these Bylaws. District Representatives must be a Stakeholder in the District in which they are standing for election. Qualification for election shall be demonstrated by self-affirmation. 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 Stakeholder of that District, a representative of business must maintain an interest in or relation to a business in the Area, etc.), failing which the Board Member shall resign, or may be removed, and shall be replaced by the Board.
- C. Election of District Representatives. The District Representatives shall be elected at elections conducted by the City Clerk every two years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk, commencing in 2008. Board Members elected as District Representatives must be Stakeholders of the District at the time of

both their application and election. The election of all District Representatives shall be open to all Stakeholders at least thirteen (13) years old. Qualification to vote shall be established by self-affirmation. All Stakeholders shall be eligible to vote for two Board Members from each District. The Board may take actions to promote awareness of and participation in such elections, not inconsistent with the applicable rules and regulations promulgated by the City Clerk. Such actions may include provisions for one or more assemblies at which candidates may make presentations to Stakeholders and answer questions, and for the form of applications to be approved by the Executive Committee or by the Board. To the extent not inconsistent with the applicable rules and regulations promulgated by the City Clerk, election procedures shall include appropriate provisions for voting by mail, and 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, in the absence of which a coin toss will settle 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.

- D. Selection of Appointed Board Members. The Board shall establish procedures for selection of Appointed Board Members consistent with the provisions of Article VIII above. Appointed Board Members serving at the time these Amended Bylaws become effective shall serve for a term expiring upon the next selection of Appointed Board Members. Thereafter, each two-year term of the Appointed Board Members shall commence on the date of their selection at the regularly scheduled general Board meeting falling closest to twelve months after the last meeting at which the elected District Representatives were seated. Selection of Appointed Board Members shall be made by a majority of the entire Board.
- E. Outreach. The Board shall establish a system of outreach to find and obtain applicants for subsequent election and appointment 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, the Board shall take into account the need to allow time for prospective Board Members to solicit Stakeholder support.
- F. Board Vacancies. The Board shall fill Board vacancies by majority vote after an outreach effort.
- G. Loss of Quorum
  - 1. If the Council lacks a sufficient number of remaining Board Members needed to establish a quorum, then the remaining Board Members are granted the limited authority to conduct a public meeting and fill any

- vacant seats on the board according to the restrictions or criteria established in the Bylaws for the seat to be filled. The public meeting to reestablish the quorum will be conducted in accordance with the Brown Act, and will be attended by each and every remaining Member of the Board. Any vacant seat will be filled by a majority vote of the remaining Board Members. No other business shall take place at this public meeting. Until such time as a sufficient number of the vacancies have been filled to reestablish a quorum, those persons appointed by this procedure will not vote or participate in the process of filling the vacancies.
2. After the quorum is reestablished, the Council may fill any remaining vacancies in accordance with the regular appointment procedure stated in these bylaws in Article IX, Section F.
  3. Notwithstanding the above, if more than 3/4 of the seats on the Board are vacant, then the remaining Board Members will not be authorized to appoint any vacancies and, instead, are only authorized to take any and all action necessary to conduct an election to replace or fill all District Representative positions on the Board. Such election shall be conducted consistent with these Bylaws except that it may be scheduled at any time and shall result in the replacement of all existing District Representatives (unless they are reelected) by new District Representatives to serve out the term of those replaced. If there are no Board Members, then the Department may name the members for the Election Committee who will then be authorized and have the power to conduct an election for all board seats.
  4. Notification of any public meeting(s) conducted pursuant to this section will include the required five postings, and other methods such as a mass distribution to the area, presentations to organizations, and/or advertisement in local information sources.

## **ARTICLE X**

### **MEETINGS**

- A. General Board Meetings. General Board Meetings shall be held at least once per calendar quarter.
- B. Special Meetings. A Special Meeting of the Board for any lawful purpose may be called at any time by the Board, by the President, or by a petition signed by a majority of the Board or 100 or more Stakeholders. The

meeting date shall be at least 5 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.

- C. Notice Requirements. Whenever the Board or a committee subject to the Ralph M. Brown Act (the "Brown Act") is 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 such notices will conform to the 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 site.
- D. Conduct of Meetings.
1. All meetings of the Board and Committees shall be conducted in accordance with the Brown Act, these Bylaws and Parliamentary Authority.
  2. 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 amendment of these bylaws 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 Board 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.
  3. All Stakeholders 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.
  4. 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. Standing Rules may be approved by the Board to supplement these Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaw. Among other aspects, Standing Rules may apply to guide the conduct of the Board, election guidelines and the procedures of all meetings. If there is a conflict between a provision of the Bylaws and a Standing Rule, the Bylaw shall govern. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board.

5. Actions taken by the Board may be reconsidered in accordance with the procedures for reconsideration in the Parliamentary Authority.
- E. Parliamentary Authority. Roberts Rules of Order newly revised shall be the parliamentary authority for the GGPNC.

## **ARTICLE XI**

### **GRIEVANCE**

- A. Grievance Procedure. Any stakeholder objecting to the failure of the Board or any Member to comply with applicable procedures may submit a written grievance to any Member of the Board, who shall promptly refer it to the President or Secretary for placement on the agenda of the next regularly scheduled Executive Committee meeting. The Executive Committee shall review the grievance and shall determine whether to resolve the grievance itself or to refer the grievance to an ad hoc committee of Stakeholders if one has been designated by the Executive Committee. The Secretary shall maintain a list of Stakeholders who have expressed a willingness to serve on such an ad hoc committee. The person submitting the grievance shall be notified not less than four days prior to any meeting at which the grievance will be considered in order that he or she may attend and be heard. The Executive Committee or designated ad hoc committee shall resolve the grievance and recommend appropriate action, and shall advise the person submitting the grievance of its determination in writing and submit a copy of its determination to the Secretary.
- B. Action by Board. To the extent resolution of the grievance requires action by the Board, or the person submitting the grievance requests follow up consideration by the Board by written request to the Secretary, the Secretary will cause the report to be listed on the agenda of the next regular Council meeting as a discussion and possible action item.
- C. Scope of Grievance Procedure. This formal grievance process is not intended to apply to disputes by Stakeholders who simply disagree with an official action taken by the Board. Those grievances can be aired at Neighborhood Council meetings. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with its rules or these bylaws, or its failure to comply with the City Charter, the Plan, local ordinances, and/or state or federal law.
- D. Done Action. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration of dispute resolution in accordance with the Plan.

## ARTICLE XII

### AMENDMENTS

- A. Proposed Amendments. Any Stakeholder(s) may propose amendments to these Bylaws during the public comment period of a regular meeting of the Board. The Rules and Elections Committee or the Executive Committee may also propose amendments. A proposal to amend these Bylaws shall be formalized in writing and lodged with the Secretary or other person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at the next regular meeting of the Board.
- B. Approval of Amendments. Approval of proposed amendments to these Bylaws must be made by a Supermajority vote of the Board. After such approval, the proposed amendment shall then promptly 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, as it may be amended for time to time, and in compliance with applicable requirements and procedures.

## ARTICLE XIII

### FINANCIAL ACCOUNTABILITY

- A. Compliance. All receipts, disbursements, funds handling and investment, accounting, and financial reporting for the Council shall comply with the requirements of the City, as amended from time to time. The GGPNC shall 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.
- B. Accounts. 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.
- C. Records. 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 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 City 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. Access. 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. Reports. 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. Submissions to Department. 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 City pursuant to the Plan.

## **ARTICLE XIV**

### **ETHICS**

- A. General Compliance. The Council, its representatives, and all Stakeholders will endeavor to conduct Council business in a professional and respectful 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.).
- B. Conflicts. The Conflict of Interest provisions issued by the City of Los Angeles and the Department will be used to determine whether a conflict of

interest exists. However, a conflict shall be deemed to exist where a Board Member or a member of their immediate family or household would derive a direct or indirect financial benefit from an action of the Council on which the Board Member would be voting. If a conflict of interest exists, the affected Board Member shall declare in writing or verbally state as part of the record the source of such conflict of interest and shall abstain from voting on any related issues. Failure to do so shall be grounds for removal from the Board.

## **ARTICLE XV**

### **EARLY NOTIFICATION SYSTEM**

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.