



**GREATER GRIFFITH PARK
NEIGHBORHOOD COUNCIL**

BYLAWS

Revised pursuant to Board action(s), 20 SEP 2011

Revised pursuant to Board action(s), 15 FEB 2011

Revised pursuant to Board action(s), 19 OCT 2010

Revised pursuant to Board action(s), 09 MAR 2009 & 15 JUN 2010

Revised pursuant to Board action(s), 19 MAY 2009

Revised pursuant to Board action(s) for City Clerk Election Conduct, 15 JAN 2008

Revised pursuant to Board action(s), 18 SEP 2007

Revised pursuant to input from the Department of Neighborhood Empowerment (DONE), 20 JUN 2006

Revised pursuant to Board action(s), 16 AUG 2005

Revised pursuant to input from the Department of Neighborhood Empowerment (DONE) and the Los Angeles City Attorney, 05 AUG 2004

Revised pursuant to input from the Department of Neighborhood Empowerment (DONE) and the Los Angeles City Attorney, 10 JUN 2002

all Stakeholders in the Area. In completing the selection of appointed Board Members, the District Representatives 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 bi-annually to serve until their successors are seated. Election of officers shall take place: (i) in even numbered years at the Governing Board meeting at which the term of the newly elected 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 Governing Board and Executive Committee meetings; 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. Discretionary actions of the President may be subject to reversal by passage of a motion confirmed by a majority of the Board present.
 2. Vice President, Administration. The Vice President, Administration shall: chair the Rules & Elections Committee; serve as Presiding Officer in the absence of the President; be responsible for the operational and logistical needs of the Governing Board and Council and is empowered to ensure all bylaws, standing rules, policies and procedures are reasonably adhered to by making no less than a quarterly report to the Executive Committee to advise on current status and recommend any action(s) required regarding such
 3. Vice President, Communications. At the direction of the President, the Vice President, Communications shall routinely inform the public of the Council's issues and activities, assist in the preparation of, and solely be responsible for the distribution of formal correspondence and other Council related documents (whether internal or external) by any means, electronic or otherwise; circulate and/or direct incoming communications amongst the Council; coordinate the use of the Council's website, and solely utilize and maintain the Council's stakeholder database system at the direction of the Governing Board.
 4. Treasurer. The Treasurer shall chair the Budget & Finance Committee and 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 articles of these bylaws regarding financial accountability.

5. Secretary. The Secretary shall ensure an archive of true and accurate records are kept of all proceedings, correspondence, and documents; at the direction of the President, assist in preparing and dissemination of Governing Board meeting agendas; catalog any and all formal position papers and other Council documents; maintain a current roster of Board Members and active Committee Members and provide access to copies of Council related materials when properly requested.
- 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 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 may consist of a majority of filled positions. All decisions of the Executive Committee may be subject to ratification or reversal by a majority of the Board present, and may 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.



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representing the interests of such identified Stakeholder groups and of all Stakeholders in the Area. In completing the selection of appointed Board Members, the District Representatives 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.

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1. President. The President shall preside at all Governing Board and Executive Committee 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~~ may be subject to reversal by passage of a motion confirmed by a majority of the Board present.
2. Vice President, ~~for~~ Administration. The Vice President, ~~for~~ Administration shall: chair the Rules & Elections Committee; serve as President Presiding Officer in the absence of the President; be responsible for the operational and logistical needs of the Governing Board and Council and is empowered to ensure all bylaws, standing rules, policies and procedures are reasonably adhered to by making no less than a quarterly report to the Executive Committee to advise on current status and recommend any action(s) required regarding such; ~~and Chair the Rules and Elections Committee.~~
3. Vice President ~~for~~, Communications and Outreach. At the direction of the President, the Vice President, ~~for~~ Communications and Outreach shall routinely inform the public of the Council's issues and activities, assist in the preparation of, and solely be responsible for the distribution of formal correspondence and other Council related documents (whether internal or external) by any means, electronic or otherwise; e-and release media statements; circulate and/or direct incoming communications amongst the Council; oversee-coordinate the use of the Council's website, and solely utilize and maintain the Council's stakeholder database system at the direction of the Governing Board;

~~routinely inform the public of the Council's activities; and actively solicit interest and participation in the Council's activities.~~

4. Treasurer. The Treasurer shall ~~c~~Chair the Budget & Finance & ~~Fundraising~~ Committee and ~~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 Articles of these bylaws XIV regarding Financial Accountability.

5. Secretary. The Secretary shall ensure an archive of true and accurate records are kept of ~~keep a record of~~ all proceedings, correspondence, and documents; at the direction of the President, assist in preparing and dissemination of e-Governing Board meeting and post-agendas of meetings; release and maintain catalog any and all a record of formal position papers and other Council documents; maintain a current roster of Board Members and active Committee Mmembers ~~of committees~~; ~~keep minutes of all Board, Board Committees, and Board meetings~~; and provide access to copies of Council related materials when properly requested. 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.

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