

## Sunland-Tujunga Neighborhood Council Bylaws – Revision 2.95

APPROVED

SEP 03 2009

### Article I. Name

The name of the organization shall be "Sunland-Tujunga Neighborhood Council", referred to hereinafter as "STNC".

### Article II. Mission Statement

The mission of the STNC is to improve the quality of life in Sunland-Tujunga.

### Article III. Purposes and Policies

In order to fulfill the mission of the STNC the following purposes and policies are established:

#### A. Purposes

1. To engage the broad spectrum of STNC community stakeholders to collaborate and participate in matters affecting the community including events, issues, and projects.
2. To work with other organizations in Sunland-Tujunga and with other Los Angeles neighborhood councils.
3. To promote STNC community stakeholder participation and advocacy in Los Angeles city government decision making processes.
4. To propagate community awareness of available Los Angeles city resources.
5. To be an advocate of Sunland-Tujunga to government and private agencies.

#### B. Policies

1. To respect the will of the community stakeholders of the STNC as the guiding influence of the STNC, subject to Department of Neighborhood Empowerment (DONE) and legal constraints.
2. To consistently and diligently outreach to the diverse and changing Sunland-Tujunga community.
3. To respect the autonomy of all individuals, groups, and organizations in the community.
4. To be fair, open, and transparent in the conduct of STNC business.

**Article IV. Boundaries**

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|------------|--|
| Northeast: | Los Angeles municipal boundary   |
| East:      | Los Angeles municipal boundary   |
| South:     | 210 Freeway  |
| Southwest: | 210 Freeway  |
| Northwest: | <ul style="list-style-type: none"><li>• 210 Freeway north to Wentworth</li><li>• Wentworth northeast to Foothill</li><li>• Then in a diagonal line in the direction of the corner of the south part of Oro Vista Avenue and Big Tujunga Canyon Road, up to the point on the diagonal that is due south of where the Ebey Canyon water drainage meets the Big Tujunga Canyon water drainage</li><li>• Due north from that point on the diagonal to the point where the Ebey Canyon water drainage meets the Big Tujunga Canyon water drainage, which is the southeast corner of the 91342 area code</li><li>• North along the Ebey Canyon water drainage, along the edge of the 91342 area code, and then east on that edge to Doane Canyon Road</li><li>• South on Doane Canyon Road to the north part of Oro Vista Avenue</li><li>• Oro Vista Avenue south and then east to Big Tujunga Canyon Road</li><li>• Big Tujunga Canyon Road northeast to the Los Angeles municipal boundary</li></ul> |

**Article V. Stakeholders**

STNC community stakeholders are defined as individuals who live, work, or own property within the boundaries of the STNC as defined in Article IV. In addition, individuals who are identified by participation in business, educational, faith-based, community service, youth and special-interest organizations that are located or that meet regularly in the community are considered to be community stakeholders.

**A. Stakeholder Rights**

1. To vote to elect the Board of Representatives, as specified in Article VIII.
2. To participate in discussion on an action, policy, or position before the STNC.
3. To participate in an advisory vote at any regular or special meeting.
4. To make use of initiative, reconsideration, election challenge, recall, and grievance procedures described in Article X.
5. To participate as an elected Representative or Executive Officer, a Chairperson or a member on a Standing or Ad-Hoc Committee, and assist with the various activities of the STNC, as specified in Articles VII and VIII.

**B. Stakeholder Privacy**

The STNC community stakeholder database will be deemed confidential to the fullest extent of the law, as permitted by the Public Records Act.

**Article VI. Governing Body**

The governing body of the STNC shall be the Board of Representatives (hereinafter referred to as the "Board"). The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community. The Board shall also exercise all other authority granted to Neighborhood Councils by the City of Los Angeles. The Board is comprised of:

- Five Executive Officers
- Eight Stakeholder Group Representatives
- Eight Geographical Representatives
- One appointed, non-voting Parliamentarian

The composition of the Board must be such that no one community stakeholder group comprises a majority of the Board. The Executive Officers and the Parliamentarian shall form the Executive Committee of the Board.

**A. Executive Officers**

There are five Executive Officers, elected at large:

1. President, who shall chair the regular, special, and Executive Committee meetings, and who shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council (or the President may delegate someone to represent the STNC to these bodies).
2. First Vice-President, who shall assume the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board of Representatives meetings. He/She shall be the liaison between the Board and STNC/community improvement projects. He/She shall assist Standing and or Ad

Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. In the event that the President position is vacated, he/she shall become President for the remainder of the term. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated.

3. Second Vice President shall chair the Outreach Committee. He/She shall assume the duties of the President when both the President and First Vice President are unable to do so.
4. Secretary shall fulfill correspondence duties at the direction of the President, including but not limited to correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City Government agencies. He/She will be responsible for maintaining the contact lists of STNC Board and committee members and community stakeholders, and shall coordinate with the staff Logistics Manager to ensure the timely required posting of notices of Board meetings, committee meetings, elections, and other items of interest to the STNC community. He/She shall take minutes at the Agenda and Board meetings in the absence of the appointed Recorder.
5. Treasurer, who shall be responsible for the monies of the STNC, and for maintaining records of income and expenditures and current balance, and keeping the records current. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements. The Treasurer shall file D.O.N.E.'s required quarterly reports, and all other paperwork and reports required by D.O.N.E. in a timely manner.

Executive Officers are expected to set aside their community stakeholder group status and act in the interest of the STNC and the Sunland-Tujunga community as a whole.

B. Stakeholder Group Representatives

Eight Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing business and educational, faith-based, and community, service, youth, and special-interest organizations located in the community or meeting regularly in the community.

C. Geographical Representatives

Eight Geographical Representatives shall be elected from community stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following regions within the STNC boundary area:

1. North Sunland Region: North of Foothill Boulevard, from the western STNC domain boundary east to Mount Gleason Avenue and Big Tujunga Canyon Road.
2. North-West Tujunga Region: North of Foothill Boulevard, from Mount Gleason Avenue and Big Tujunga Canyon Road to Commerce Avenue and Seven Hills Drive.
3. North-East Tujunga Region: North of Foothill Boulevard, from the eastern STNC domain boundary west to Commerce Avenue and Seven Hills Drive.
4. South Sunland-Tujunga Region: South of Foothill Boulevard.

Two Geographical Representatives shall represent each region. Geographical Representatives shall represent the interests of the community stakeholders within their region. Geographical Representatives shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their regions. Geographical Representatives shall actively outreach to community stakeholder groups and individuals within their regions.

Region boundaries shall be based upon population density, distinct neighborhoods within the community, and distribution of diverse populations and interests. It is expected that region boundaries may need to be changed over time, and that these changes will be made by means of bylaws amendments.

D. Parliamentarian

The Parliamentarian shall advise the Board on conduct in accordance with the Brown Act, STNC bylaws, standing rules, and Robert's Rules of Order. The Parliamentarian shall be a member of the Executive Committee, and shall be appointed by the STNC President. The Parliamentarian shall not have a vote on either the Executive Committee or the Board, and does not count toward forming a quorum.

E. Representative Responsibilities

1. The Board shall take any and all official action by a majority vote of those members present, unless otherwise specified in these bylaws. Tie votes are considered a defeat for the measure being voted upon. No proxy voting is allowed.
2. Each Standing Committee and Ad-Hoc Committee shall include at least one Board member.

F. Quorum

No meeting shall take place without the presence of at least eleven of the twenty-one members of the Board, constituting a quorum. A minimum of three of the five Executive Officers shall be required at STNC regular, special, and Executive Committee meetings for a quorum to be present. Representatives and Executive Officers shall not meet and discuss STNC business in numbers meeting or exceeding a majority of a quorum – six out of eleven -- except in regular and special STNC meetings.

G. Term of Office and Term Limits

The normal term of office for all Executive Officers and Representatives is one year (subject to the initial post-certification election as discussed in Article VIII). An Executive Officer or Representative may serve up to two consecutive terms in any particular office, and may thereafter run for any other seat for which he/she is qualified by community stakeholder group or residency status. No community stakeholder may serve in any combination of voting positions on the Board for more than eight consecutive years. There is no restriction on the term of service of the Parliamentarian, but the Parliamentarian is not a voting member of the Executive Committee or of the Board.

H. Vote of Confidence, Resignation, Removal, and Recall

1. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.
2. If a Board member feels it necessary to do so, he or she may request a vote of confidence from the Board. This shall be conducted as a regular vote by the members of the Board, reflecting the Board's judgement of the conduct of the person requesting the vote. The vote shall be advisory only, with no particular result required.
3. Any Board member may resign by submitting a written resignation to the President or the Recording Secretary. Notice of the resignation shall be posted and archived by the Recording Secretary. The Board may opt to appoint a replacement for the resigned Officer or Representative, if the resignation takes place more than 60 days prior to the next regular election of Board members.
4. Any Board member having three unexcused consecutive absences from General STNC Meetings is considered to have tendered their resignation. At the President's discretion, that resignation may be accepted or rejected. If accepted, the President shall direct the Secretary to send a certified letter to the person, stating that he/she is no longer a member of the Board of the STNC.
5. The Board may remove any Board member when that person is absent unexcused from six or more meetings during a term of office. A two-thirds (2/3) vote of the entire Board is required for removal. In such cases the President shall direct the Secretary to send a certified letter to the person, stating that he/she is no longer a member of the Board of the STNC.

6. A person who is removed from the Board shall be ineligible to serve on the Board for the remainder of that term.
7. A Board member may be removed by the community stakeholders by means of the recall procedure. See Article X.

I. Vacancies on the Board

Vacancies on the Board may be filled by appointments made by the remaining Board members. Appointees must meet the same qualifications as elected Board Members as set forth in Article VIII, Section C. In selecting appointees to the Board, the Board shall pursue diversity in stakeholder representation, and assure that no one stakeholder group becomes a majority of the Board.

The Board is authorized to continue actively searching for an appointee until 60 days prior to the next election. In any case a quorum of the Board membership must be maintained for meetings to take place.

Appointed Board members, except the Parliamentarian, are subject to the same rules for resignation, removal, and recall as the elected Board members.

J. Conflict of Interest

Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies.

## Article VII. Committees

STNC community stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee President. With the exception of the Executive Committee, the Board shall appoint any and all committees and committee chairs, and ratify all committee members.

Standing Committees must meet at least once per month and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least 72 hours in advance, with an agenda. Minutes of the meeting must be recorded and archived, and must be made available for public inspection.

A. Executive Committee

The Executive Committee is a standing committee consisting of the five Executive Officers and the non-voting Parliamentarian. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC President.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Acts as the administrative body for the STNC.
- Recommends actions to the Board.

A quorum of the Executive Committee is three of the voting members, and at least three votes in favor or at least three votes against an issue are required to achieve consensus. Although the Executive Committee may recommend actions to the Board, the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

B. Outreach Committee

Outreach is considered to be a permanent and on-going function of the STNC. The Outreach Committee is a standing committee consisting of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Outreach Committee:

- Meets at least once per month.
- Is chaired by an STNC Board member.
- Contains five Board members, including one Geographical Representative from each region, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Makes Geographical Representatives responsible for outreach to their respective regions.
- Is expected to make regular and continuing efforts to inform and solicit input and STNC participation from the diverse elements of the community.
- Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.

Besides the five Board members, the Outreach Committee shall additionally contain four other stakeholders, appointed by the Board. A quorum for an Outreach Committee meeting consists of five Committee members. A majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. The Outreach Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.



C. Budget and Finance Committee

The Budget and Finance Committee is a standing committee consisting of the Treasurer and four other stakeholders who may or may not be Board members, who shall be appointed by the Board. At least one of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Investigates and pursues sources of income and funding for the STNC.
- Generates a financial plan for each electoral term, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.

A quorum for a Budget and Finance Committee meeting consists of three members, including at least one Board member. At least three votes in favor or three votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

D. Land Use Committee

The Land Use Committee is a standing committee consisting of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land Use Committee is a standing committee that:

- Meets at least once per month.
- Contains no more than five Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.
- Issues reports and recommendations to the Board on issues and developments within its purview.

The Land Use Committee shall contain eleven full members and four alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven members, and at least six votes in favor or at least six votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

E. Other Committees

Other committees, either standing or ad-hoc, may be established as deemed appropriate the Board, to carry out the work of the STNC. Committees may meet when and as needed, but are subject to the requirements of the Brown Act. Each committee must have at least one appointed Board member to it to be present to hold a meeting.

### **Article VIII. Elections**

A. Scheduling

Elections for the STNC Executive Officers and Representatives shall be held annually during the 2<sup>nd</sup> quarter of the calendar year. These elections shall be held on a day when no STNC meeting is scheduled, in order to allow election by secret ballot.

B. Election Procedures

Election Procedures will be developed by the Elections Committee with the assistance of an Independent Election Administrator (IEA). The Board of Representatives will approve the STNC election procedures consistent with the Citywide Election Procedures and provide them to DONE for final approval. The election procedures shall contain details of the election process.

The election process shall be overseen by an Independent Election Administrator, and any challenges to the election results or process shall be resolved by a Final Decision Maker, if necessary, as per the Citywide Election Procedures

Any community stakeholder within the STNC boundaries who is 16 years of age or older may complete an STNC voting registration form and upon proof of stakeholder status be eligible to vote. Any community stakeholder who is under 16 years of age but who is a junior or senior in high school is also eligible to become a voter upon proof of such status. See Article V for a definition of requirements for community stakeholder qualification.

The voter registration form shall include which community stakeholder group(s) the applicant qualifies under, and which geographical region the registrant falls under. Registrants who do not live, work, or own property in one of the geographical regions

shall be assigned to the region in which their stakeholder-qualifying organization meets most frequently. All stakeholders are eligible to vote for all five Executive Officer seats and all eight Stakeholder Group Representative seats, but for only the two Geographical Representative seats for their own region.

Registration forms shall be submitted to an appointed Election Committee, and may be submitted at any regular or special STNC meeting held before the election. A valid credential(s) may be required at the time of registration to prove community stakeholder status. Examples of valid credentials include:

- California driver's license
- California residency card
- School ID card
- Recent utility bill listing name and address
- Imprinted check
- Qualified organization membership card

Other proof of community stakeholder status will be accepted per the standards adopted by the Election Committee.

#### C. Eligibility of Stakeholders to Be Elected as Board Members

Any community stakeholder within the STNC boundaries who is eligible to vote for Board members is also eligible to become a Board member, with the following restrictions:

- Candidates for Geographical Representative seats on the Board must live, work, or own property in the region that they would represent. Candidates qualifying in more than one region must select only one region that they wish to represent.
- Minimum candidate age is 16 years old at the time of filing for candidacy.
- Candidates younger than 18 years of age will not be permitted to vote on measures before the Board involving legal contracts or expenditure of monies, until their 18<sup>th</sup> birthdays.
- Candidates for Stakeholder Group seats on the Board must provide proof of membership in a group that falls into the category that they wish to represent. That group must possess a facility and/or hold regular meetings within the boundaries of the STNC, or the candidate must live, and the candidate must attend meetings at that branch of the organization.
- Candidates must complete the City-required Ethics and Open Government Training for Neighborhood Council Board Members if they are elected.
- A candidate may only run for one seat on the Board in any particular election.

D. Announcement of Candidacy

Candidacy shall be managed by an appointed Nominating Committee, which is a subcommittee of the Election Committee. The Nominating Committee is responsible for accepting applications from community stakeholders who wish to serve on the Board, and for recruiting candidates for seats for which there are no volunteers. The Nominating Committee is responsible for verifying the eligibility for each particular seat by checking current Stakeholder Group status and, if needed, region affiliation. The Nominating Committee is charged with ensuring diversity of stakeholder and stakeholder group representation. No one stakeholder group shall be permitted to constitute a majority of the Board.

The Nominating Committee shall announce the list of candidates at the regular STNC meeting preceding the election, and the candidates shall be afforded an opportunity at that meeting to introduce themselves and briefly describe their biographies, goals, and constituency.

E. Voting

Voting for election of Board members shall be by anonymous written ballot on an announced Election Day. Votes for write-in candidates shall not be counted. If more than two candidates are running for a seat then a plurality shall be sufficient to elect. For Geographical Representative seats the two candidates receiving the most votes shall be declared the winners. No voting by proxy is allowed. Ballots shall be handed out, collected, and counted by an independent, disinterested party. Tie votes shall be decided by drawing straws.

All stakeholders may vote for all Executive Officer and Stakeholder Group seats on the Board. In order to vote for candidates in a particular Geographical region, a stakeholder must show proof of living, working, or owning property in that region. A stakeholder may qualify to vote for Geographical Representative candidates in at most one region. Stakeholders who do not live, work, or own property in any region shall vote for Geographical Representative candidates in the region in which their stakeholder group meets most frequently.

Persons who wish to vote on Election Day but who are not pre-registered and cannot produce proof of stakeholder status shall be allowed to vote provisionally. Each provisional ballot shall be placed in a numbered envelope and a receipt issued to the provisional voter. The provisional voter shall have until three calendar days after the election to provide proof of stakeholder status to the party conducting the election. Upon proof of stakeholder status within the allotted time the provisional vote shall be counted toward the outcome of the election.

F. Accession of New Board Members

The deadline for completion of the Final Official Certified Canvass, including regular ballots and any Provisional Ballots, shall be seven (7) days after the election. The Final Official Certified Canvass of ballots may occur on election day if there are no outstanding ballots to be counted.

Newly elected governing board members will be seated at the next regular board meeting following the announcement of the final certified election results. The incumbent board members will continue in their duly elected/appointed positions until the new board is seated

## **Article IX. Meetings**

### **A. Public Notice**

All meetings shall be conducted in accordance with the Brown Act. Ongoing outreach shall be performed to inform community stakeholders of meetings. Notice shall be posted in at least five locations, as listed in the application for certification. Notice must be posted at least 72 hours before regular meetings, and 24 hours before special meetings.

### **B. Meeting Frequency**

Regular STNC meetings shall be held once per calendar month, where possible, with no fewer than ten regular meetings held per calendar year and with no more than one calendar month skipped in sequence. Standing committee meetings shall be held at least once per calendar month.

### **C. Scheduling**

The Executive Committee shall be responsible for scheduling Executive Committee meetings and regular and special meetings of the STNC. See Article VII.

### **D. Agendas**

The Executive Committee shall establish the agendas for regular STNC meetings at Executive Committee meetings called for that purpose. These agenda meetings shall be open to the public and subject to the requirements of the Brown Act. Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the President. See Article VII.

### **E. Voting**

Measures listed on the agenda may be voted on by the Board. In general, a simple majority vote of the Board members present is sufficient to pass a measure, with a tie being considered a failure to pass. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the entire Board, which is at least fifteen votes in favor. Advisory votes by the community stakeholders in attendance may be held on a particular measure as an agenda item, and these advisory votes shall be a regular part of the way that the STNC conducts its business, but advisory votes of the stakeholders are not binding. Advisory votes by stakeholders taken during meetings shall not be by secret ballot, as precluded by the Brown Act.

Board members with a conflict of interest in a particular measure must abstain from voting on it. Conflicts of interest shall be as defined in the City of Los Angeles ethics laws. Board members under the age of 18 are prohibited from voting on measures involving legal contracts or expenditure of monies.

**F. Reconsideration**

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a motion for reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A motion for reconsideration on the described matter and (2) a proposed action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken, or by a stakeholder initiative as described in Article X. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action who wishes to initiate a reconsideration must submit a memorandum to the Recording Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be done in compliance with the Brown Act.

**G. Governing Authority**

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

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

The Parliamentarian shall advise the Board on proper conduct per these rules.

**Article X. Stakeholder Oversight**

Community stakeholders shall be provided with the following means to oversee the actions and conduct of the Board:

- Initiative
- Advisory
- Reconsideration
- Election challenge
- Recall
- Grievance

A. Initiative

Community stakeholders may force the Board to consider a measure by means of an initiative. Proponents of a measure must draft the measure that they wish to see passed, and obtain the signatures of at least fifty validated community stakeholders. The drafted measure and signatures must then be submitted to a member of the Executive Committee. The Executive Committee is then required to place the item on the agenda of the next regular meeting of the STNC, or to call a special meeting if it deems it appropriate to do so. At the meeting the measure may be discussed and debated, and then voted upon by the Board. As with other measures before the Board, reconsideration is permitted.

An initiative that fails to pass may not be re-submitted until after the next election of Board members. An initiative may not be submitted for a measure already considered by the Board during the current elective term, except for a reconsideration initiative.

B. Advisory

Community stakeholders may force the Board to conduct an advisory vote by stakeholders on any measure on a regular or special meeting agenda, where such a vote was not already provided for on the agenda. The advisory vote shall be conducted in the normal manner and shall be non-binding, but shall become part of the meeting record. A petition bearing the signatures of ten validated stakeholders is sufficient to force an advisory vote on a measure before the board. The petition must be submitted within one business day after the posting of the meeting agenda.]

C. Reconsideration

Community stakeholders may force the Board to reconsider a measure by submitting a reconsideration initiative. This initiative process operates in the same manner as the regular initiative process described above. The initiative must be submitted no later than 72 hours before the next regular meeting of the STNC after the measure to be reconsidered was voted upon, so that the reconsideration can be placed on the agenda for that meeting. The initiative shall result in two items being added to the agenda, one for reconsideration of the previously voted measure, and one for proposed action to be taken should the Board vote to reconsider. The initiative should specify the proposed action to be taken.

D. Election Challenge

Community stakeholders may challenge the election results or process as per Citywide Election Procedures provisions. Election challenges shall be resolved by a Final Decision Maker, if necessary, as per the Citywide Election Procedures.

E. Recall

Community stakeholders may recall a Representative or Executive Officer by submitting a petition for a recall election accompanied by the signatures of the following numbers of validated community stakeholders:

- For Executive Officers and Stakeholder Group Representatives, at least 2/3 as many validated signatures are required as the number of votes cast in total for that seat in the last election.
- For Geographical Representatives, at least 2/3 as many validated signatures are required as the number of votes cast in total for that seat in the last election, and these signators must live, work, or own property in that Representative's region.

The petition and signatures may be submitted to any member of the Executive Committee. The Executive Committee must then schedule a vote of the stakeholders to recall or retain the Board member. This election must take place no later than 60 days after submission of the petition. If the recall pertains to a Geographical Representative Representatives, then only those registered community stakeholders in the Representative's region shall be allowed to vote. A two-thirds (2/3) majority of the votes cast in total for that seat is required to recall the Board member.

A recalled Board member shall be eligible to run in the next Board election, provided that he or she still qualifies as a community stakeholder.

F. Grievance

Any STNC community stakeholder who is adversely affected by a decision of the Board, or who feels that the conduct of the Board is not in accordance with the governing principles listed in Article XII, may submit a written grievance to any member of the Executive Committee. An appointed Grievance Committee shall review the grievance and advise the community stakeholder of the outcome within 30 days of the submission. Submitted grievances must be announced by the Recording Secretary at the next regular meeting of the STNC. If a Board vote is required to resolve the grievance, it should be held at this meeting. If the community stakeholder is not satisfied with the outcome, he or she may then petition DONE for mediation.

**Article XI. Amendment**

Amendment of these bylaws requires approval of both the Board and of DONE. An amendment may be initiated by a Board member as an agenda item request, or by a community stakeholder via the initiative process. The amendment shall then be placed on the agenda of the next regular STNC meeting, or the Executive Committee may call a special meeting of the STNC if it deems it appropriate to do so. A two-thirds (2/3) majority vote of the entire Board – at least fifteen votes in favor -- is required to approve an amendment. After an amendment is approved it must be submitted to DONE along with a statement of ratification by the Board. When approval of the amendment is received from DONE the amendment becomes part of the bylaws.



## **Article XII. Governing Principles**

### **A. Ethics**

The STNC shall be subject to any and all applicable sections of the City of Los Angeles governmental ethics ordinances, including Los Angeles Municipal Code Section 49.5.1. All applicable laws of local, state, and federal government shall be the minimum ethical standard for STNC, its Board, and its stakeholders.

### **B. Nondiscrimination**

The STNC shall encourage all community stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

### **C. Outreach**

The STNC shall establish procedures for communicating with all community stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

### **D. Restriction on Political Campaigns**

The STNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidates' forums, or announcement of such forums.

### **E. Financial Accountability**

The STNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and the Plan for a Citywide System of Neighborhood Councils and as stated in the certification application. The STNC further agrees to comply with all reporting requirements as prescribed by DONE. The Treasurer shall comply with the accounting requirements of GAAP.

## ATTACHMENT

### Ad-Hoc Group

Names and contact information for the leadership of the Ad-Hoc Group who submitted the STNC application for certification are as follows:

Ken McAlpine, [KenMcAlpine@mindspring.com](mailto:KenMcAlpine@mindspring.com) or [Ken.McAlpine@disney.com](mailto:Ken.McAlpine@disney.com), (818) 951-1501

Marti Marshall, [Marti\\_M@earthlink.net](mailto:Marti_M@earthlink.net), (818) 352-7089

Cindy Cleghorn, [cindy@cmprintmail.com](mailto:cindy@cmprintmail.com), (818) 951-6369

Elsa Waters, [Elsa.G.Waters@jpl.nasa.gov](mailto:Elsa.G.Waters@jpl.nasa.gov), (818) 352-6466

Shirley Kellstrom, [shelstream@yahoo.com](mailto:shelstream@yahoo.com), (818) 782-4236

Nina Royal, [nroyal9259@aol.com](mailto:nroyal9259@aol.com), (818) 352-5504

John Waters, [John.J.Waters@jpl.nasa.gov](mailto:John.J.Waters@jpl.nasa.gov), (818) 352-6466

A quorum of the Ad-Hoc Group is five people. At least four votes in favor are required for the Ad-Hoc Group to approve an election- or outreach-related decision being considered by the Ad-Hoc Group.

Chairman of STNC Certificaton Committee

Mark Seigel, [marks@keyway.net](mailto:marks@keyway.net), (818)430-5244

## ATTACHMENT "A"

### ARTICLE VII

#### D. Design Advisory Committee

The Design Advisory Committee is a standing committee consisting of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Design Advisory Committee is a standing committee that:

- Meets at least once per month.
- Contains no more than five Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.
- Issues reports and recommendations to the Board on issues and developments within its purview.

The Design Advisory Committee shall contain eleven full members and four alternates, appointed by the Board. A quorum for a Design Advisory Committee meeting consists of seven members, and at least six votes in favor or at least six votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Design Advisory Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

D. Land Use Committee

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The Land Use Committee is a standing committee consisting of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land Use Committee is a standing committee that:

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- Meets at least once per month.
- Contains no more than five Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
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## ATTACHMENT "B"

### ARTICLE VII

#### D. Land Use Committee

The Land Use Committee is a standing committee consisting of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land Use Committee is a standing committee that:

- Meets at least once per month.
- Contains no more than five Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.
- Issues reports and recommendations to the Board on issues and developments within its purview.

The Land Use Committee shall contain eleven full members and four alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven members, and at least six votes in favor or at least six votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.