

**WATTS NEIGHBORHOOD COUNCIL
BYLAWS**

June 26, 2018

Table of Contents

Article I	NAME.....	4
Article II	PURPOSE.....	4
Article III	BOUNDARIES.....	5
	Section 1: Boundary Description	
	Section 2: Internal Boundaries	
Article IV	STAKEHOLDER.....	6
Article V	GOVERNING BOARD.....	7
	Section 1: Composition	
	Section 2: Quorum	
	Section 3: Official Actions	
	Section 4: Terms and Term Limits	
	Section 5: Duties and Powers	
	Section 6: Vacancies	
	Section 7: Absences	
	Section 8: Censure	
	Section 9: Removal	
	Section 10: Resignation	
	Section 11: Community Outreach	
Article VI	OFFICERS.....	11
	Section 1: Officers of the Board	
	Section 2: Duties and Powers	
	Section 3: Selection of Officers	
	Section 4: Officer Terms	
Article VII	COMMITTEES AND THEIR DUTIES.....	12
	Section 1: Standing	
	Section 2: Ad Hoc	
	Section 3: Committee Creation and Authorization	
Article VIII	MEETINGS.....	16

Section 1: Meeting Time and Place	
Section 2: Agenda Setting	
Section 3: Notifications/Postings	
Section 4: Reconsideration	
Article IX FINANCES.....	18
Article X ELECTIONS.....	18
Section 1: Administration of Election	
Section 2: Governing Board Structure and Voting	
Section 3: Minimum Voting Age	
Section 4: Method of Verifying Stakeholder Status	
Section 5: Restrictions on Candidates Running for Multiple Seats	
Section 6: Other Election Related Language	
Article XI GRIEVANCE PROCESS.....	19
Article XII PARLIAMENTARY AUTHORITY.....	19
Article XIII AMENDMENTS.....	20
Article XIV COMPLIANCE.....	20
Section 1: Code of Civility	
Section 2: Training	
Section 3: Self Assessment	
ATTACHMENT A – Map of Neighborhood Council.....	21
ATTACHMENT B - Governing Board Structure and Voting.....	22

ARTICLE I NAME

The name of this Neighborhood Council shall be the Watts Neighborhood Council (“Council”).

ARTICLE II PURPOSE

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

A. The **MISSION** of the Council is:

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

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

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. To encourage all Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries of the Council are limited to within the limits of City of Los Angeles, and within the area also known as the South Los Angeles Community Plan and the South Los Angeles Area Map in effect as of December, 2002. The boundaries generally include 92nd Street to the north, Mona Boulevard to the east, Imperial Highway to the south, and Central Avenue to the west, and areas inclusive of the entire census tracts numbered as 242300, 242200, 242100, 242000, 243000, 242600, 242700, 243100. Specific street identifications for the Council boundaries are as follows, from the northwestern section clockwise, to eastern, to southern and to western sections:

- A. **North** – 92nd Street and Success Avenue east to Firth Boulevard/Compton Avenue; north to 91st Street and east to Maie Avenue; south to 92nd Street and east to Croesus Avenue;
- B. **East** – Croesus Avenue south to 97th Street and east to Laurel Place; south to 99th Place and west to Hickory Street; south to and east along Century Boulevard/Project Street to the eastern area of the housing community and Juniper Street, and exclusive of school and commercial areas; south on Juniper Street to 103rd Street; east on 103rd Street to the City of Los Angeles boundary; south along the City of Los Angeles boundary and continuing along Mona Boulevard to Imperial Highway;
- C. **South** – Imperial Highway west from Mona Boulevard to Central Avenue; and
- D. **West** – Central Avenue and Imperial Highway north, and including the area west of Central Avenue encompassing the area of Compton Creek flood control channel northwest to Lanzit Avenue and Union Pacific railroad tracks, to 103rd Street; east to Success Avenue and north to 92nd Street.

The boundaries of the Council are set forth in Attachment A - Map of the Watts Neighborhood Council.

Section 2: Internal Boundaries – There are five (5) internal area boundaries which are represented by elected Area Representatives:

- A. **AREA 1:** 92nd Street and Success Avenue east to Firth Boulevard/ Compton Avenue; north to 91st Street* and east to Maie Avenue; south to 92nd Street; 92nd Street east to Croesus Avenue; south along Croesus from 92nd Street to 97th Street; 97th Street east to Laurel Place and south to and west along 99th Place to Hickory Street; south to and east along Century Boulevard/Project Street to the eastern area of the housing community and Juniper Street, and exclusive of school and commercial areas; south to 103rd Street and west to Success Avenue to 92nd Street.
- B. **AREA 2:** East 103rd Street from Central Ave, South along Compton Ave to Imperial Highway, excluding areas zoned commercial; west along Imperial Highway

to Central Avenue, excluding areas zoned commercial, and north to East 103rd Street.

- C. **AREA 3:** East on 103rd Street from Compton Avenue to Wilmington Avenue; south on Wilmington Avenue 103rd Street to Imperial Highway; west on Imperial Highway from Wilmington Avenue to Compton Avenue; and north on Compton Avenue from Imperial Highway to 103rd Street.
- D. **AREA 4:** 103rd Street from Wilmington Ave to Mona Boulevard, Northeasterly direction of Santa Ana Boulevard from Mona Boulevard to Wilmington Ave.
- E. **AREA 5:** Southeasterly direction on Santa Ana Boulevard to Mona Boulevard and south to Imperial Highway and west to Wilmington Avenue; and north to Santa Ana Boulevard.

ARTICLE IV STAKEHOLDER

The WNC community stakeholders are defined as individuals who live, work, or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations or who provide services, or own a business or property within the WNC boundaries. Stakeholders shall also include individuals who participate in block clubs, neighborhood associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, codewatch, neighborhood watch, police advisory board groups, and/or redevelopment action boards within the WNC boundaries.

ARTICLE V GOVERNING BOARD

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

Section 1: Composition - The Board shall consist of fifteen (15) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

1. Five (5) Area Representatives
 2. Eight (8) Community Interest Representatives
 3. Two (2) At-Large Representatives
- A. **Area Representatives** – Five (5) Area Representatives who must be registered in a chosen area constituency consistent with their residence and within the boundaries set forth in Article III. Each area will have one (1) Area Representative.

B. Community Interest Representatives – Eight (8) Community Interest Representatives shall be elected at large. Each Community Interest Representative must have a declared interest in the area to be served. There shall be one (1) Community Interest Representative for each of the following eight (8) Community Interests within the Council:

1. Business and Commerce
2. Faith Based Organizations
3. Education
4. Environment
5. Community Based Organizations
6. Health Care
7. Transportation
8. Adults, Parents and Caregivers

C. At-Large Representatives - Any stakeholder who is 18 years of age.

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

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

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

Section 4: Terms and Term Limits - Board members shall serve a four (4) year staggered term commencing after being seated. Board members may only serve eight (8) consecutive years on the Council Board. A Board member may re-run for a seat on the Council Board only after taking two (2) years off of the Board once they have completed eight (8) consecutive years.

The following Board seats will initially serve two (2) year terms in 2019 and then be elected to four (4) year terms in 2021:

Business and Commerce
Environment
Education
Health Care
At-Large
At-Large
Area Representatives 1, 3, 5

The following Board seats will be elected to four (4) year terms in 2019.

Faith Based Organizations
Community Based Organizations

Adults, Parents and Caregivers
Transportation
Area Representatives 2, 4

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

A major responsibility of each member of the Board is to (a) establish a committee of Stakeholders, defined as those Stakeholders affiliated with a relevant geographic area, community interest, or age group, (b) determine the issues to be represented, (c) provide the Board and general membership with such information on the issues which may require further research or resolution, and (d) coordinate with Outreach and Membership Committee to enhance outreach efforts toward the relevant area, community interest, or age group.

Section 6: Vacancies - Vacancies on the Board shall be filled using the following procedure:

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Rules and Elections Committee including fifty (50) signatures from stakeholders within the area for the seat that they are seeking to run for.
- B. After validating the signatures and nominee eligibility, the Committee will submit the nominees to the Board. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. The Board shall vote on the application at the meeting. If multiple applications for one (1) seat have been submitted, the candidate with the most votes wins.
- D. The candidate who wins shall fill the remaining term of the Board.
- E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Section 7: Absences - Any Board member who misses **four (4)** total Board meetings during any twelve (12) month period will be automatically removed from the Board. Each Board member absence shall be recorded in the Council's meeting minutes or other manner of Council record keeping, and that, upon missing the required number of Board meetings for removal, the Council Presiding Officer shall notify the Board member of the absences and place on the agenda the removal of the Board member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board member. Any meeting of the Council Board, scheduled and noticed as per

the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance.

Section 8: Censure - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Board meeting. Censures shall be placed on the agenda for discussion and action.

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

A. **Petition by Stakeholders** - A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures fifty (50) Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.
2. Removal of the identified Board member requires a three-fourths (3/4) majority of the attending Board members.
3. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum or allowed to vote on the matter.

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

1. The petition shall be delivered simultaneously to all Board members and the matter placed on the agenda and scheduled for a vote at the next regular Board meeting.
2. Removal of the identified Board member requires three-fourths (3/4) majority of the attending Board members.
3. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum or allowed to vote on the matter.
4. The Board member being removed must first have been censured by the

Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

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

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Communications Secretary for discussion and action at a Board meeting. Removal of the Board member requires a three-fourths (3/4) majority of the attending Board members.

Section 11: Community Outreach - The Council shall direct an inclusive and culturally appropriate system of outreach to be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

- A. The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.
- B. The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- C. In addition, the Board shall create, or shall cause to be created, a plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.
- D. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following six (6) positions: Chairperson, Vice-Chairperson, Treasurer, Corresponding Secretary, Communications Secretary and Parliamentarian.

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

- A. Chairperson. The Chairperson shall be the Council's Executive Officer and chairperson of the Board. The Chairperson shall be responsible for the general oversight of the Council and preside over all Council meetings, including setting the

agenda. If the Chairperson is temporarily unable to perform the duties of office, the Vice-Chairperson shall assume the duties. The Chairperson may call a special meeting of the Board if the issue warrants critical and timely attention of the Council.

- B. Vice-Chairperson. The Vice-Chairperson is responsible to coordinate and prioritize issues of concerns from the community to be brought before the Council. The Vice-Chairperson will confer with Chairperson regarding agenda items. The Vice-Chairperson will be the Chairperson of the Rules and Elections Committee. Also, it shall be the responsibility of the Vice-Chairperson to assume the duties of the Chairperson as described above when the Chairperson is temporarily unable to perform his/her duties of office.
- C. Recording Secretary. The Recording Secretary shall record the minutes of Council meetings, maintain the historical records, and handle incoming and outgoing correspondence. The Recording Secretary shall make the Council records available to the public as required by law.
- D. Communications Secretary. The Communications Secretary oversees all communications with the Council members and media communications and the posting of Council notices for the public.
- E. Treasurer. The Treasurer will be responsible for maintaining all accounting records and for providing monthly reports to the Council per Department policy. The Treasurer shall ensure the safekeeping of all financial records, including, but not limited to, bank records and account information. In addition, the Treasurer shall: handle or cause to be handled regular/recurring monthly expenses; cooperate fully with the Department in matters related to Council's funding, financial affairs and accounting procedures, and allow the Department staff access to the accounting records of the Council; submit accounting statement to the Department per City policy; disburse or cause to be disbursed by check, the funds of the Council as may be directed by the Board, taking responsibility for obtaining proper signed vouchers for such disbursements; keep and maintain adequate and correct books of accounts of the Council's properties and business transactions; reconcile accounts monthly with bank statements; exhibit at all reasonable times the books of account and financial records to any Officer/member of the Council or stakeholder on request; and perform all duties incident to the office of Treasurer and such other duties as may be required by law, Generally Accepted Accounting Procedures ("GAAP"), by these Bylaws, the City or which may be assigned from time to time by the Board.
- F. Parliamentarian. The duties of the Parliamentarian will be to ensure that all meetings of the Council run in accordance with Robert's Rules of Order, including keeping the time during public comment and presentations. When there is a vote on the floor, the Parliamentarian will make sure the vote is properly taken and will also be responsible to determine whether or not a quorum of Board members are present at all meetings of the Council to conduct business. The Parliamentarian shall also maintain the official record of attendance for each board member.

Section 3: Selection of Officers - Officer positions shall be filled annually. In an election year, Officers shall be elected at the meeting immediately following the certification of the general Board election and annually thereafter.

Section 4: Officer Terms - The Officers shall serve at the pleasure of the Board. They may stand for reelection annually.

ARTICLE VII COMMITTEES AND THEIR DUTIES

The information derived from committees will be a source of informal advisory and guidance for decisions being made at Board meetings.

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

- A. Rules and Elections - This committee shall be chaired by the Vice Chairperson and shall propose standing rules as necessary. The Rules and Elections Committee shall organize the Council elections and shall propose all election rules and procedures per City policies, procedures and rules. The committee shall prepare all elections materials and shall provide them to the Outreach and Membership Committee for distribution.
- B. Budget and Finance - This committee shall be chaired by the Treasurer and shall be responsible for the oversight and administration of all Council financial matters, including the system of financial accountability as required by the Department. The committee shall present a proposed budget for Board approval on an annual basis.
- C. Outreach, Training and Membership - This committee shall be chaired by the Parliamentarian and shall communicate with all Council Stakeholders with the rules on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner. Outreach will include regular distribution of flyers and agenda notifications in public places and local newspapers, announcements by email to addresses provided at registration, and, subject to budget limitation, timely mailings to registered members, publication of a newsletter and maintenance of a web site or appropriate internet link. The Outreach and Membership Committee shall maintain a Stakeholder database to enable the Council to carry out all organizational functions specified in these Bylaws. The committee shall report periodically to the Board as to the demographic composition of the membership.
- D. Faithbased and Community Organizations - This committee shall form partnerships with faith based and other human services organizations with a primary focus on poverty, support to women, children and fathers, conflict resolution, job training, ex-offender re-entry programs, and mentors and tutors, resulting in positive outcomes, increased trust among peoples and other partners within the neighborhoods. Additionally, the partnership should work on strategies that address issues identified by the partnership and help in promoting a healthy and thriving community and or neighborhood.

Partnership considerations consist of:

- Identifying common ground, language, vision, and agreements

- Identifying appropriate leadership
- Identifying strategies and activities
- Celebrating achievements

The key to success of this committee will be building bonds between peoples who are participating for a variety of reasons. This committee shall meet as often as deemed necessary and make reports to the Board in written form.

- E. Education, Arts, Culture and Recreation - This committee, chaired by the Board's elected Education Representative, has the responsibility for addressing the issues, concerns, programs and services related to the education of children, youth and adults and developing specific strategies and policies for influencing and achieving constructive outcomes within schools, classrooms, and other education/learning centers that serve the Watts community. Additionally, this committee has the general responsibility to discuss issues, foster collaboration on projects, and brainstorm ideas to encourage greater community involvement/support in the arts in Watts; to expand awareness of, and access to arts and art experiences; and to help communities and neighborhoods (geographical, cultural, interest-based, etc.) use the arts to explore issues and ideas in order to articulate community identity and values through telling local stories, giving voice to its citizens, and providing a forum for group action/expression. The recommendations of this committee shall be in the form of a written report which shall include a project description, pros, cons, a summary of the entity/institution input and any committee findings.
- F. Transportation – This committee's primary goals are to handle all matters relating to transportation in the Watts community. This includes (but is not limited to) pedestrian, automobile and public. The Transportation Committee also deals with issues involving parking on streets and in public lots, street paving, traffic signals, congestion, crosswalks and all of the other things that relate to travel on our streets; and, brings to the WNC Board draft resolutions or other motions for actions concerning those issues, city policies, or special projects of concerns. This committee shall meet as often as deem necessary and make reports to the Board in written form.
- G. Seniors, Adults, Parents and Caregivers - This committee works with individuals and the community to ensure the safety and well-being of venerable aging individuals, adults and parents. The committee advocates for and strives to achieve the goals of safety, dignity, health and independence for older adults, veterans, parents, and persons with disabilities and their caregivers. Additionally, this committee educates the community regarding elder and dependent adult abuse, neglect and exploitation, and makes recommendations to the Board on the needs of seniors, adults, parents and their caregivers for action. Overall, this committee is committed to improving the quality of life of the older population of the Watts community; to promote the utilization of the skills, talent, knowledge and energy of older adults; to lead an on-going campaign to better understand the needs of Watts' older population; and to raise community awareness of these needs and issues affecting older adults. The committee submits reports of meetings in written form

and makes recommendations to the Board for action. The Chair selects meeting site, date and time and meets as directed in these Bylaws.

- H. Business, Commerce, Planning and Land Use - This committee shall review, take public input, report on and make recommendations of actions to the Board on any land use, beautification, and planning issues affecting the community in order to improve the health and quality of life of its citizens. The committee also reviews and recommends action regarding building development projects requiring land use permits within the Watts boundaries; advocates positions on land use and building design for the betterment of the community; and considers and provides recommendations to Council on other topics, such as rezoning, applications, development permits, and any subdivision that require council approval. Recommendations to the Board shall be in the form of a written report, which shall include a project description, pros and cons, a summary of community input, and any committee findings. This committee shall consist of Stakeholders from each area, including the elected Chair, and shall meet at various locations throughout Watts as directed by these Bylaws.

- I. Environment and Health Care - This committee is committed to being a resource for sustainable, healthy living within the communities and will monitor and report on the activities of the Department of Water and Power (“DWP”) and other City agencies in regards to energy, water, pollution, waste, and other public utility services for the Watts communities. This committee shall seek opportunities to organize community projects such as educational presentations, forums, and symposiums that enable and recognize **green** living practices that benefit the local ecosystem. The committee welcomes Stakeholders who are interested in pursuing special areas, such as horticulture or retrofit projects that demonstrate sustainable practices. This committee will meet monthly or as needed based on community needs and desires. Additionally, this committee provides a voice to the community regarding healthcare reform and other key initiatives. The chair submits reports and recommendations to the Board in written form for Board action.

- J. Youth - This committee seeks young individuals with leadership capabilities interested in serving on the Council as change agents in their school and communities. The Youth Committee promotes a voice in decisions impacting youth in the Watts community and advises the Board, community leaders, and Stakeholders about the experiences and interests of young people in areas, such as (but not limited to) health and wellness, education, safety and government. Additionally, the Youth Committee will provide a stage for leadership skill development and a forum for discussion of important issues and concerns to youth as well as build/foster and strengthen the relationship between youth and adult leaders on the Board and throughout the community. The chair will submit written reports to the Board with recommendations regarding youth related issues and council activities. The Youth representative will work closely with the Education, Arts/Culture and Recreation committee, and the Education Chair will serve as mentor/advisor.

Section 2: Ad Hoc Committees - The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization - All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

- A. **Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** - With the exception of the Executive Committee, committee members shall be nominated and ratified by the Board. Standing and Ad Hoc Committees shall be comprised of at least one (1), but no more than five (5) Board members and will include any interested Stakeholders. Committee chairs may be stakeholders or Board members. A committee chairperson is one who holds the organizational position within a group and has the responsibility of running meetings held by that group. A chairperson has strong leadership, organizational, and communications skills to ensure decisions by a higher authority (Board) are handed down effectively. A chairperson mediates, probes, guides, and stimulates discussion to make sure all committee members get a say on all issues. The chairperson is well prepared, thinks clearly and objectively, especially in committee work, and is aware of all the ramifications of the business on the agenda. To carry out his/her role effectively, knowledge of the appropriate procedure for that meeting is essential. In addition to general procedure, the chairperson should possess a sound knowledge of Robert's Rules of Order, policies and procedures, and other governances as published and adopted by the Board.
- C. **Committee Appointment** - All committee chairs shall be appointed by the by the Board. The chairs shall keep a written record of committee meetings and shall provide regular reports on committee matters to the Board.
- D. **Committee Meetings** - Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every committee meeting. Each standing committee shall hold a meeting at least bi-monthly.
- E. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee. Any such action by the Board shall be noted in the Council meeting minutes.
- F. **Removal of Committee Members** - Committee members may be removed in the same manner in which they were appointed.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - Regular Council meetings shall be held monthly on the second Tuesday of the month or at least quarterly and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.
- B. **Special Meetings** - The Chairperson or a majority of the Board shall be allowed to call a special Council meeting as needed.

Section 2: Agenda Setting - The Chairperson shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under the this subsection are subject to the rules regarding reconsideration

Section 3: Notifications/Postings - Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. The board will abide by the Commission's Neighborhood Council Agenda posting policy. At a minimum, notice shall be posted at the Council's one (1) physical posting location specified with the Department, on its website and emailed out to Stakeholders if the Council maintains such a database. Regular and special meeting agendas shall also be emailed to the Department.

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

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

- C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with GAAP and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. At least once each quarter, the Chairperson and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Stakeholders aged fourteen (14) and above shall be entitled to vote in the Neighborhood Council elections.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats - A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related - Stakeholders must specify one (1) numbered area, which is consistent with any Stakeholder affiliation listed in section Article III, Section 2 (A-J), in which they wish to be affiliated and recognized for the purpose of electing Area Representatives.

ARTICLE XI GRIEVANCE PROCESS

Community Stakeholders shall have the right to express and be heard regarding any grievance over any procedural issue taken by the WNC by following the process outlined below:

A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

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

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

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

Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

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

F. Board members are not permitted to file a grievance against another Board member or against the Council, except as permitted under the City's grievance policy. The Neighborhood Council will follow the City's rules regarding the handling of grievances. If a dispute/grievance arises between Board members, said Board members shall seek resolution through the City Attorney's Dispute Resolution Program.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use Robert's Rules of Order when conducting Council meetings.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Chair place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular or special Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular or special Council meeting.

D. An amendment to these bylaws requires a two-thirds (2/3) majority vote of the Board members present at a duly noticed regular or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section*

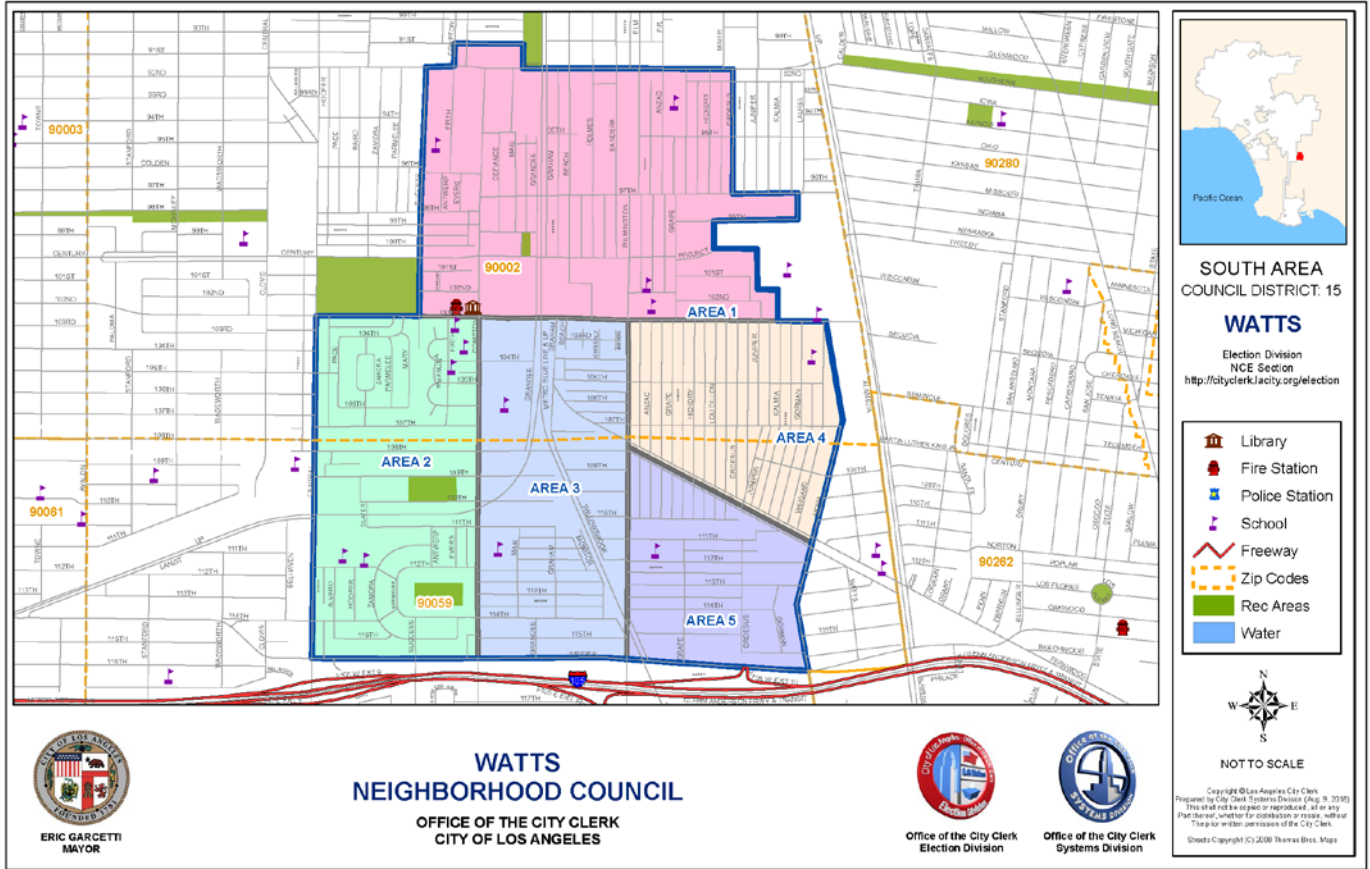
54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility - The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training - All Board members shall take ethics and funding training prior to making motions or voting on funding related matters. In addition Board members shall also take the fundamentals of the operations of the Council, including, but not limited to, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights. Compliance shall be tracked by the Recording Secretary for each Board member.

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

ATTACHMENT A – Map of the Watts Neighborhood Council



ATTACHMENT B - Governing Board Structure and Voting

Watts Neighborhood Council – 15 Board Seats

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Area 1	Elected	Stakeholder who resides within Area 1 and is at least 18 years of age	Stakeholder who is 14 years of age in Area 1
Area 2	Elected	Stakeholder who resides within Area 2 and is at least 18 years of age	Stakeholder who is 14 years of age in Area 2
Area 3	Elected	Stakeholder who resides within Area 3 and is at least 18 years of age	Stakeholder who is 14 years of age in Area 3
Area 4	Elected	Stakeholder who resides within Area 4 and is at least 18 years of age	Stakeholder who is 14 years of age in Area 4
Area 5	Elected	Stakeholder who resides within Area 5 and is at least 18 years of age	Stakeholder who is 14 years of age in Area 5
Faith Based Organization	Elected	Community interest stakeholder with substantial and ongoing interest	Stakeholder who is 14 years of age
Environment	Elected	Community interest stakeholder with substantial and ongoing interest	Stakeholder who is 14 years of age
Community Based Organization	Elected	Community interest stakeholder with substantial and ongoing interest	Stakeholder who is 14 years of age
Transportation	Elected	Community interest stakeholder with substantial and ongoing interest	Stakeholder who is 14 years of age
Education	Elected	Community interest stakeholder with substantial and ongoing interest	Stakeholder who is 14 years of age
Adults, Parents & Caregivers	Elected	Community interest stakeholder with substantial and ongoing interest	Stakeholder who is 14 years of age
Business & Commerce	Elected	Community interest stakeholder with substantial and ongoing interest	Stakeholder who is 14 years of age
Health Care	Elected	Community interest stakeholder with substantial and ongoing interest	Stakeholder who is 14 years of age
At-Large	Elected	Stakeholder who is 18 years of age	Stakeholder who is 14 years of age
At-Large	Elected	Stakeholder who is 18 years of age	Stakeholder who is 14 years of age