

ARROYO SECO NEIGHBORHOOD COUNCIL BYLAWS

(As certified: October 2, 2002; with bylaws/boundaries revisions ordered November 19, 2002)

(Bylaws approved: May 8, 2003; approved with revisions: April 11, 2007 and June 23, 2008)

(Bylaw re-ordering approved by Board: May 23, 2011)

(Required changes approved by Board: August 27, 2012)

(Approved by Department of Neighborhood Empowerment October 12, 2012)

(Approved by the Department of Neighborhood Empowerment July 12, 2013)

(Approved by the Department of Neighborhood Empowerment January 26, 2014)

(Approved by the Department of Neighborhood Empowerment September 1, 2015)

(Approved by the Department of Neighborhood Empowerment October 1, 2017)

(Approved by the Department of Neighborhood Empowerment October 17, 2018)

(Approved by the Department of Neighborhood Empowerment June 30, 2020)

Table of Contents

ARTICLE I	NAME	3
ARTICLE II	PURPOSE	3
ARTICLE III	BOUNDARIES	3
	SECTION 1 : Boundary Description	
	SECTION 2 : Internal Boundaries	
ARTICLE IV	STAKEHOLDER	8
ARTICLE V	GOVERNING BOARD	8
	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	14

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 16
SECTION 1 : Standing
SECTION 2 : Ad Hoc

ARTICLE VIII MEETINGS..... 18
SECTION 1 : Meeting Time and Place
SECTION 2 : Agenda Setting
SECTION 3 : Notifications/Postings

ARTICLE IX FINANCES 20

ARTICLE X ELECTIONS 20
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 21

ARTICLE XII PARLIAMANTARY AUTHORITY..... 22

ARTICLE XIII AMENDMENTS..... 22

ARTICLE XIV COMPLIANCE 22
SECTION 1 : Code of Civility
SECTION 2 : Training
SECTION 3 : Self-Assessment

ATTACHMENT A – Map of Arroyo Seco Neighborhood Council..... 24

ATTACHMENT B - Governing Board Structure and Voting 24

ARTICLE I NAME

The name of this organization shall be called the “Arroyo Seco Neighborhood Council” (ASNC).

ARTICLE II PURPOSE

The purpose of the ASNC shall be to:

- A. Provide a forum for discussion and review of ASNC issues and projects.
- B. Engage ASNC community stakeholders in deliberation and collaboration on matters affecting the community.
- C. Promote ASNC community stakeholder participation in City of Los Angeles governance and decision making processes and to promote a greater awareness and utilization of city services available to ASNC community stakeholders.
- D. Work with other Los Angeles Neighborhood Councils, communities and organizations on issues of common interest.
- E. Advocate ASNC issues to government, where there is widespread community agreement.
- F. Inform and educate ASNC community stakeholders and residents of forthcoming projects, events, and resources available to them.

ARTICLE III BOUNDARIES

SECTION 1 : BOUNDARY DESCRIPTION

The boundaries of the ASNC shall be as follows:

From the intersection of El Paso Drive and Division Street, east on El Paso Drive until the intersection with N Avenue 50. South on N avenue 50 until the intersection with San Rafael Ave. West on San Rafael Avenue until Terrace 49. South on Terrace 49 until Aldama Street. South west on Aldama Street until the Apex of Aldama Street. Then on the southern property line of the houses between the Apex of Aldama and the Apex of Eldred Street, then along the southern property line of residences located between the Apex of Eldred Street and the Apex of Furness Avenue. South east on Furness Avenue until Monte Vista

Street. North east on Monte Vista Street until N Avenue 49. South east on N Avenue 49 until Hackett Place. North east on Hackett Place until N Avenue 50. South east on N Avenue 50 until N Figueroa Street. South West on N Figueroa Street until S Avenue 49 until Arroyo Seco (110) Parkway.

North along the Arroyo Seco (110) Parkway until Via Marisol. East on Via Marisol continuing along the border of Debs Park until the first residential property on the east side of Monterey Road (4248 Monterey Road). Then east along a line around the housing condominiums of Monterey Hills up to Via Colina. North on Via Colina to Via Marisol. Then East around the property line of 4900 Via Marisol (Telacu Vista) and along the western property line of the residences located on Collis Avenue until the Apex of Burr street, then until the apex of Yoakum Street and following the western property line of the residences located on Collis Avenue until Via Mia. West on Via Mia until Via Marisol until Monterey Road. North on Monterey Road until the border of Debs Park. Following the southern boarder of Debs Park until Victorine Street. West on Victorine Street until Reynolds Avenue. South on Reynolds Avenue until Mercury Avenue. West on Mercury Avenue until Sierra Street and along the property line between the residences located 3359 and 3363 Sierra Street. Then to the peak of Flat Top Hill/center of radio tower (1050 Montecito Drive) and then to the intersection of Radio Road and E Van Keithian Avenue. West on E Van Keithian Avenue until its apex. From the Apex of E Van Keithian to the southern property line of 3374 Griffin Avenue to Griffin Avenue. North on Griffin Avenue until E avenue 35. West on E Avenue 35 until Pasadena Avenue. North on Pasadena Avenue to the Arroyo Seco (110) Parkway.

South on the Arroyo Seco (110) Parkway until Marmion way. North East on Marmion Way to Avenue 37 until Isabel Street. West on Isabel Street until Del Norte Street. North West on Del Norte Street until Glenalbyn Drive. South on Glenalbyn Drive until the property line of the residences located between 3551 and 3557 N Glenalbyn Drive. West until Isabel Street (including 737 Isabel Street). North on Isabel Street until Maceo Street. North East on Maceo Street until its apex. Then along a line encompassing the residence s from the apex of Maceo Street until the Apex of Altamont Street and until Loosmore Street. South west on Loosmore Street until Isabel Street. North west on Isabel Street to Tacoma Avenue. North on Tacoma Avenue until Roseview Avenue. North on Roseview Avenue until Killarney Avenue. West on Killarney avenue until Burnell Drive. East on Burnell Drive to the border of Elyria Canyon Park. Then north along the border of Elyria Canyon Park until the apex of Annette Street. South on Annette Street until Alder Drive. North west on Alder Drive until Isabel Drive. South west on Isabel Drive to Wollam Street. North west on Wollam Street until Division Street. North east on Division Street until El Paso Drive.

Exclusion:

From the Arroyo Seco (110) Parkway and E Avenue 43. North along Arroyo Seco (110) Parkway until the southern property line of Ramona Hall Community Center. West along this property line until N Figueroa Street. South on N Figueroa Street until E Avenue 43. South east on E avenue 43.

The ASNC shall have shared boundaries with surrounding certified Neighborhood Councils, as follows:

1. Greater Cypress Park Neighborhood Council
 - Elyria Canyon Park

2. LA-32 Neighborhood Council
 - Ernest E. Debs Regional Park
 - Residential properties on the east side of Monterey Road from number 4018 until 4248

3. Lincoln Heights Neighborhood Council
 - Heritage Square

4. Historic Highland Park Neighborhood Council
 - Cultural sites on Figueroa Street from Ave 42 to Ave 49
 - Ernest E. Debs Regional Park
 - Casa Adobe (near Ave 49)
 - Zeigler House (near Ave 46)
 - Sycamore Grove Park (S. Ave 49)
 - Ramona Hall (N. Ave 45)
 - Lummis Home (a historical resource and park bounded by Ave 43, Midland St, and 110 Fwy, Ave 42)

5. Hermon Neighborhood Council
 - Ernest E. Debs Regional Park

SECTION 2 : INTERNAL BOUNDARIES

The boundaries of the four (4) communities of the ASNC shall be as follows (the boundary description for each community begins at the community's northernmost point and proceeds in a clockwise direction):

MONTEREY HILLS

- Start at Via Colina and Via Marisol.
- Turn East around the property line of 4900 Via Marisol (Telacu Vista) and along the western property line of the residences located on Collis Avenue until the Apex of Burr street, then until the apex of Yoakum Street and following the western property line of the residences located on Collis Avenue until Via Mia.
- Turn West on Via Mia until Via Marisol until Monterey Road. North on Monterey Road until the border of Debs Park. Following the southern boarder of Debs Park until Victorine Street. West on Victorine Street until Reynolds Avenue.
- From the intersection of Victorine Street and Reynolds Avenue, follow an imaginary line until the summit of Debs Park (elev. 858'), (34° 06' 01"N, 118° 11' 30"W),
- Follow an imaginary line to a point located on Monterey Road at the northern property line of the residence located 4248 Monterey Road.
- Then east along a line around the housing condominiums of Monterey Hills up to Via Colina. North on Via Colina to Via Marisol.

MONTECITO HEIGHTS

- Start at the intersection of S Ave. 57 and the Arroyo Seco Parkway (SR 110).
- Follow an imaginary line to the summit of Ernest E. Debs Regional Park (elev. 858'), (36° 06' 01"N, 118° 11' 30"W), then follow an imaginary until the intersection of Victorine Street and Reynolds Avenue
- South on Reynolds Avenue until Mercury Avenue.
- Turn West on Mercury Avenue until Sierra Street and along the property line between the residences located 3359 and 3363 Sierra Street. Then to the peak of Flat Top Hill/center of radio tower (1050 Montecito Drive) and then to the intersection of Radio Road and E Van Keithian Avenue.
- Turn West on E Van Keithian Avenue until its apex. From the Apex of E Van Keithian to the southern property line of 3374 Griffin Avenue to Griffin Avenue. North on Griffin Avenue until E avenue 35.
- West on E Avenue 35 until Pasadena Avenue. North on Pasadena Avenue to the Arroyo Seco (110) Parkway.
- Follow the Arroyo Seco (110) Parkway northbound until the starting point.

MOUNT WASHINGTON

- From the intersection of El Paso Drive and W Avenue 42, east on El Paso Drive until the intersection with N Avenue 50.
- Turn South on N avenue 50 until the intersection with San Rafael Ave.
- Turn West on San Rafael Avenue until Terrace 49.

- Turn South on Terrace 49 until Aldama Street and South west on Aldama Street until the Apex of Aldama Street. Then follow the southern property line of the houses between the Apex of Aldama and the Apex of Eldred Street, then along the southern property line of residences located between the Apex of Eldred Street and the Apex of Furness Avenue. South east on Furness Avenue until its southern apex.
- From the southern apex of Furness Avenue, east along the property line until Marmion Way
- Turn South on Marmion Way until N Figueroa Street.
- Turn Southwest on Figueroa Street to W. Ave. 37.
- Turn North on W. Ave. 37 until Isabel Street.
- Turn West on Isabel Street until Del Norte Street and Northwest on Del Norte Street until Glenalbyn Drive.
- Turn South on Glenalbyn Drive until the property line of the residences located between 3551 and 3557 N Glenalbyn Drive. West until Isabel Street (including 737 Isabel Street).
- Turn North on Isabel Street until Maceo Street, North East on Maceo Street until its apex. Then along a line encompassing the residences from the apex of Maceo Street until the Apex of Altamont Street and until Loosmore Street. South west on Loosmore Street until Isabel Street. North west on Isabel Street to Tacoma Avenue.
- Turn North on Tacoma Avenue until Roseview Avenue then North on Roseview Avenue until Killarney Avenue.
- Turn West on Killarney avenue until Burnell Drive and then East on Burnell Drive to the border of Elyria Canyon Park.
- Turn north along the border of Elyria Canyon Park until the apex of Annette Street and then South on Annette Street until Alder Drive.
- Turn North west on Alder Drive until Isabel Drive and then South west on Isabel Street to Wollam Street and then North west on Wollam Street until Division Street.
- North east on Division Street until W Avenue 42. North west on Avenue 42 until Scandia Way. South west on Scandia way to W Avenue 42. North on W Avenue 42 to Toland Way. East on Tolland Way to W Avenue 42. North on w Avenue 42 until El Paso Drive.

SYCAMORE GROVE

- From the intersection of Furness Avenue and Monte Vista Street, Northeast on Monte Vista Street until N Avenue 49. South east on N Avenue 49 until Hackett Place. North east on Hackett Place until N Avenue 50. South east on N Avenue 50 until N Figueroa Street. South West on N Figueroa Street until S Avenue 49 until Arroyo Seco (110) Parkway.
- Continue south on Arroyo Seco (110) Parkway to Marmion Way.

- Turn northwest on W. Ave. 37. Continue on W. Ave. 37 to Figueroa St.
- Turn north on Marmion Way. Continue on Marmion Way to a point located in front of the southern apex of Furness Avenue.
- Join Furness Avenue to the starting point.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within 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.

ARTICLE V GOVERNING BOARD

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

SECTION 1 : COMPOSITION

The Board shall be comprised of seventeen (17) Representatives, elected from and by the ASNC Stakeholders, as follow:

A. Ten (10) Geographical Representatives.

Geographical Representatives must be registered in the community they represent. They shall be elected by those Stakeholders within each of the following communities within the ASNC as defined in Article III, Section 2: Mt. Washington, Sycamore Grove/Figueroa Corridor South, Montecito Heights, and Monterey Hills. Each community shall have two (2) Geographical Representatives, except for Mount Washington which shall have four (4).

B. Seven (7) At Large Representatives.

At Large Representatives shall be elected by the ASNC stakeholders. There shall be Four (4) At Large Representatives who live, work, or own property in the ASNC area and Three (3) Community Interest At Large Representatives.

SECTION 2 : QUORUM

A minimum of nine (9) ASNC Board members present shall be required at ASNC meetings in order to transact Board business.

SECTION 3 : OFFICIAL ACTIONS

A simple majority vote of the Board members present, not including abstentions, shall be sufficient to transact business unless otherwise stated in these Bylaws.

Referendum Process:

Stakeholders may propose a referendum measure requiring the Board action, or a part of it, to be submitted to the Stakeholders. A referendum measure must be submitted by petition to the Board, and must include a statement, not exceeding five hundred (500) words, of its purpose and substance, and the signatures of no fewer than one hundred (100), Stakeholders. If the Rules and Elections Committee determines the petition does not have the required number of valid signatures, the petition shall be returned in accordance with the standing rules, which must be in accordance with these bylaws.

Upon receipt of the petition, and verification of signatures by the Rules and Elections Committee, the Board shall schedule the matter to be heard within sixty (60) days. The text of the referendum shall be published in all ASNC Department of Neighborhood Empowerment (Department) approved public posting locations, the ASNC website, and by any additional means specified by the Communications and Outreach Committee.

Passage of the referendum measure requires ratification by a majority of the entire Board.

SECTION 4 : TERMS

Terms for ASNC board members shall be two years, there are no term limits.

SECTION 5 : DUTIES AND POWERS

The Board has the power to establish policies, procedures, and positions of the ASNC, and to review and recommend actions to governmental and other entities on issues affecting the ASNC community.

SECTION 6 : VACANCIES

Board vacancies shall be filled by selection by the Board as set forth in the Standing Rules. If a geographic seat is not filled during the general elections, or becomes vacant at any point after the elections, the Board will have sixty (60) days to fill the vacancy with a stakeholder who meets the requirements for the seat as specified in Attachment B of these bylaws. If the seat is not filled within sixty (60) days it shall convert to an At Large Representative seat for the remainder of the current Board term and may be filled by anyone meeting the requirements of an At Large Representative. A geographic seat which has been filled in this manner will revert back to a geographic seat for the next general elections.

SECTION 7 : ABSENCES

Board members are expected to attend all ASNC Board meetings. A Board member misses three (3) consecutive or five (5) total meetings within a twelve (12) month period their Board membership shall be automatically terminated. Each Council 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 President shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant.

SECTION 8 : CENSURE

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith. The Board shall use the following procedure when censuring a Board member:

A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed

censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.

The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

SECTION 9 : REMOVAL

Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith. The Board shall use the following procedure when removing a Board member:

A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body,

such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.

The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion for removal.

The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

The Commission may review a Neighborhood Council’s removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission’s decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

A request for the Commission to review a Neighborhood Council’s removal decision shall proceed as follows: a. The request must be in writing and must be delivered to the Executive Assistant of the

Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Board of Neighborhood Commissioners Uniform Policy for Board Member Removal April 14, 2020 Page 3 of 3 Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve. Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

SECTION 10 : RESIGNATION

Any member of the Board who ceases to be a stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a majority of the attending Board members.

SECTION 11 : COMMUNITY OUTREACH

The Council shall direct that a system of outreach 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.

In addition, the Board shall create, or shall cause to be created, an outreach 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.

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

There shall be five (5) Officers of the ASNC. They shall be the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. All Officers of the Board must be at least 18 years of age at the time of selection by the board.

SECTION 2 : DUTIES AND POWERS

The Officer Duties and responsibilities shall include, but not be limited to, the following:

- A. The President shall be the ASNC Executive Officer and President of the Board of Representatives. The President shall be responsible for the general oversight of the ASNC. The President shall have the final say in setting the Board agenda and shall preside over all ASNC Board and Agenda Setting Committee meetings. The President shall be an ex-officio member on all ASNC committees. At the conclusion of the President's term, they shall serve as Immediate Past President, and will be available to advise the new President.
- B. The 1st Vice President shall assume the duties of the President when the President is unable to perform duties of office. The 1st Vice President shall serve on the Agenda Setting Committee and Chair the Rules and Selections Committee. The 1st Vice President shall provide oversight for all ASNC committees.
- C. The 2nd Vice President shall serve as the Chair of the Communications and Outreach Committee. In addition, The 2nd Vice President shall maintain the Stakeholder records of the ASNC and oversee all communications with ASNC Stakeholders. The 2nd Vice President shall oversee ASNC participation in community activities and events.

- D. The Secretary shall record the minutes of ASNC meetings and maintain the historical records including attendance at meetings. The Secretary shall make ASNC records available to the public as required by law.
- E. The Treasurer shall maintain the financial records of the ASNC and oversee all finances. The Treasurer shall submit account statements to the Department in accordance with the Department requirements. The Treasurer shall report on the financial status of the ASNC at each regular meeting, and make ASNC financial records available to the public as required by law. The Treasurer shall adhere to the ASNC Fiscal Procedures.

SECTION 3 : SELECTION OF OFFICERS

At the first meeting following a City administered Neighborhood Council election, and again twelve (12) months later, as the first order of business after the seating of the new Board, the Board shall select the President, 1st and 2nd Vice Presidents, Secretary, and Treasurer.

Officer positions which become vacant shall be filled by majority vote of the Board.

In the event of the resignation of the President as outlined in Section 10, the First Vice President will assume the duties of the President until a new President is voted on by a majority of the board.

SECTION 4 : OFFICER TERMS

Officers shall serve a term of one (1) year or until their successors take office. Any Officer may resign by submitting a written resignation to the President, in the case of the President resigning, a written resignation shall be submitted to the First Vice President at which time the First Vice President will assume the duties of the President and will call for a motion to nominate a new President.

The Board may remove any Board member from an Officer position for any of the following reasons:

- The Officer is unable to carry out his or her duties and responsibilities pursuant to Article VI due to time limitations, illness, or other personal obligations.
- The Officer fails to carry out his or her duties and responsibilities pursuant to Article VI.

- The Officer prevents the ASNC from carrying out its duties and responsibilities.
- The Officer is elected to a City Officer position as defined in the Governmental Ethics Ordinance of the City of Los Angeles and is thus ineligible for his or her ASNC position pursuant to Article V, Section 5.
- The Officer no longer has Stakeholder status as defined in attachment B
- The Officer fails to disclose, or fails to recuse himself or herself in the event of a “disqualifying interest” pursuant to Conflict of Interests laws.

A three-fourths (3/4) vote of the Board present at an ASNC meeting is required for removal. Such action shall be effective immediately upon the Board vote to remove.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All committees shall be composed of a fixed membership which may include both Board and non-Board voting members of record. Unless otherwise specified in these bylaws, all Standing Committees shall be chaired by an ASNC Board member who shall appoint the committee members. All committees are required to take and maintain minutes of each meeting to be posted on the ASNC web site. The chair of each committee shall be responsible for agenda notifications in public places. If the chair of any committee is unable to attend a Board meeting, they must designate a committee member to make reports. All committees should strive to develop participation from the Stakeholders.

SECTION 1 : STANDING

The following are the ASNC Standing Committees.

- A. **Agenda Setting Committee.** This committee shall be chaired by the President and comprised of the five Board Officers. Prior to their meeting, all agenda requests emanating from the website, stakeholders and committees will be compiled by the Secretary. This committee shall not address or consider the merits of proposed agenda items. Its function is to determine whether a proposed agenda item is complete and will be placed on the next Board agenda.
- B. **Rules and Elections Committee.** The Rules and Elections Committee shall be chaired by the 1st Vice President. The Rules and Elections committee shall propose bylaws amendments and standing rules as necessary. The Rules and s Selections Committee shall organize and administer ASNC selections to fill Board vacancies.

General elections shall be supported by an Ad Hoc Committee consisting of only non-candidates.

- C. **Budget and Finance Committee.** The Budget and Finance Committee shall be chaired by the Treasurer. The committee shall be responsible for the oversight and administration of all ASNC financial matters and shall present a proposed budget for board approval on an annual basis. The committee shall also review the monthly financial reconciliations prior to their submission to the Board.
- D. **Communications and Outreach Committee.** The Communications and Outreach Committee shall be chaired by the 2nd Vice President. The Communications and Outreach Committee shall be responsible for planning and coordinating all outreach efforts and events in all neighborhoods within the ASNC boundaries. Outreach will include regular distribution of flyers, agenda notifications on social media and in local publications, announcements by email, timely mailings to members, publication of a newsletter and maintenance of a web site. The Communications and Outreach Committee shall maintain the Stakeholder roster to enable the ASNC to carry out all functions specified in these Bylaws.
- E. **Planning & Land Use Committee.** The Planning and Land Use Committee shall review, take public input, report on and make recommendations of actions to the Board on any land use and planning issues affecting the community. The Planning and Land Use Committee's recommendations to the Board shall be in the form of an oral report at Board meetings.
- F. **Sustainability and Resiliency Committee.** The Sustainability and Resiliency Committee shall monitor and advise on all issues related to the environment, homelessness, health, public safety, welfare, transportation, animal welfare, businesses and labor unions.
- G. **Education, Family and Culture Committee.** The Education, Family and Culture Committee shall monitor and advise on all issues related to education, youth, families, aging, art, culture and recreation.
- H. **Local Issues Committees.** There shall be one (1) Local Issues Committee for each of the communities in the ASNC. Voting membership in each Local Issue committee shall include the geographical Board members that represent that community as well as committee chair- appointed stakeholders from that same community. Local Issues

Committees shall report to the Board on matters of local importance at regular meetings of the ASNC.

SECTION 2 : Ad Hoc

Ad Hoc Committees may be established as deemed appropriate by the Board. Ad Hoc Committees may only be formed to address a specific task, existing until the task is completed as expeditiously as possible or for no more than one (1) year or until the seating of a new Board, whichever occurs first. Every proposed Ad Hoc committee shall submit a Mission Statement to the Agenda Setting Committee for approval before being sent to the Board. The Board may dissolve an Ad Hoc Committee at its discretion by a simple majority vote at any time. Ad Hoc Committee chairs are appointed by the President, subject to veto by a majority of the entire Board. Ad Hoc committees shall meet at least once a month until its stated purpose is completed.

SECTION 3 : COMMITTEE CREATION AND AUTHORIZATION

Committees advise the Board and only make recommendations on issues. Committees do not have the authority to act without Board approval.

ARTICLE VIII MEETINGS

All meetings shall be open to the public in accordance with the Ralph M. Brown Act and the Neighborhood Council Agenda Posting Policy.

SECTION 1 : MEETING TIME AND PLACE

All meetings shall be held within the ASNC boundaries.

- A. Regular meetings of the ASNC shall take place on the fourth Monday of each month unless otherwise directed by the Board.
- B. Special meetings of the ASNC may be called by the President or a majority of the Board. The purpose of the meeting shall be stated in the notice, and no other business may be transacted at the special meeting.

SECTION 2 : AGENDA SETTING

The President shall have the final say in setting the Board agenda and shall preside over all ASNC Board and Agenda Setting Committee meetings.

Any Stakeholder or group of Stakeholders may make a proposal for action by completing an online agenda request or during the public comment period of a regular Board meeting. 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 this subsection are subject to the rules regarding reconsideration.

Stakeholder Initiative is the power of the Stakeholders to propose an action to be considered by the ASNC.

Stakeholders may submit issues to be voted on at a regular meeting by initiative. An initiative must be submitted by petition to the Board, and must include a statement, not exceeding five hundred (500) words, of its purpose and substance, and the signatures of no fewer than fifty (50) Stakeholders. If the Rules and Elections Committee determines that the petition does not have the required number of valid signatures, the petition shall be returned in accordance with the standing rules, which must be in accordance with these Bylaws.

Upon receipt of the petition, and verification of signatures by the Rules and Selections Committee, the Board shall schedule the matter to be heard within sixty (60) days. The text of the initiative shall be published in all ASNC approved public posting locations, the ASNC website, and by any additional means specified by the Communications and Outreach Committee.

Passage of the initiative requires ratification by a majority of the entire Board.

SECTION 3 : NOTIFICATIONS/POSTINGS

Announcements of meetings and other events of the ASNC shall be posted on the ASNC's official website and in the physical locations listed in the ASNC's Standing Rules, in accordance with the Ralph M. Brown Act and the Neighborhood Council Agenda Posting Policy.

SECTION 4 : RECONSIDERATION

The Board may reconsider and amend its actions on items listed on the agenda in accordance with Robert's Rules of Order.

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 Generally Accepted Accounting Principles 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 ASNC website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the ASNC's accounts.
- E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the ASNC's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F. The ASNC will not enter into any contracts or agreements except through the Department of Neighborhood Empowerment.

ARTICLE X ELECTIONS

SECTION 1 : ADMINISTRATION OF ELECTION

The ASNC'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

Community stakeholders, sixteen years of age or older, may register to vote for the ASNC elections.

SECTION 4 : METHOD OF VERIFYING STAKEHOLDER STATUS

Voters will verify their Stakeholder status through written self-affirmation or documentation as required for online voting.

SECTION 5 : RESTRICTIONS ON CANDIDATES RUNNING FOR MULTIPLE SEATS

A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

SECTION 6 : OTHER ELECTION-RELATED LANGUAGE

Intentionally left blank.

ARTICLE XI GRIEVANCE PROCESS

- A. Any grievance by a Stakeholder must be submitted in writing to the Department of Neighborhood Empowerment who shall determine if the matter shall be subject to the grievance process.
- B. If a grievance is determined by the Department of Neighborhood Empowerment to be sustained for the grievance process it shall be placed on the agenda for the next regular ASNC meeting.
- C. The Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.
- D. Within two (2) weeks of the panel’s selection, the Board 1st Vice President (Chair of Rules and Selections) 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.
- E. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the 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 ASNC meeting.

- F. The grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. A grievance cannot be filed against an individual Board member. It is also not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings.
- G. Board members are not permitted to file a grievance against another Board member or against the ASNC, except as permitted under the City's grievance policy. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order shall serve as the governing parliamentary authority of the ASNC. A Parliamentarian may be appointed by the Board to assist in the conduct of meetings. In the case of any conflict between these Bylaws and the governing parliamentary authority, these Bylaws shall prevail.

Standing Rules may be adopted by the Board to supplement these Bylaws, and shall not be construed to change or replace any of the Bylaw provisions. Standing rules may be adopted, amended, or repealed by a vote of the Board.

ARTICLE XIII AMENDMENTS

Any Stakeholder, Board member or ASNC committee may submit a proposed amendment to these bylaws to the Chair of the Rules and Selections Committee. The Rules and Selections Committee shall hear the proposed amendment within thirty (30) days and shall agendize their recommendations at the next ASNC Board meeting. The proposed amendment shall be read at this meeting and may be approved at the following Regular meeting by a two-thirds (2/3) vote of the members present. Amendments to the bylaws are subject to approval by the Department.

ARTICLE XIV COMPLIANCE

The ASNC shall comply with all Federal, State, and City laws, including applicable ethics provisions. The ASNC shall comply with all applicable provisions of the Ralph M. Brown Act.

SECTION 1 : CODE OF CIVILITY

The ASNC, its representatives and all community stakeholders shall conduct all ASNC business in a civil, professional and respectful manner, adhering to the Code of Civility adopted by the Department. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

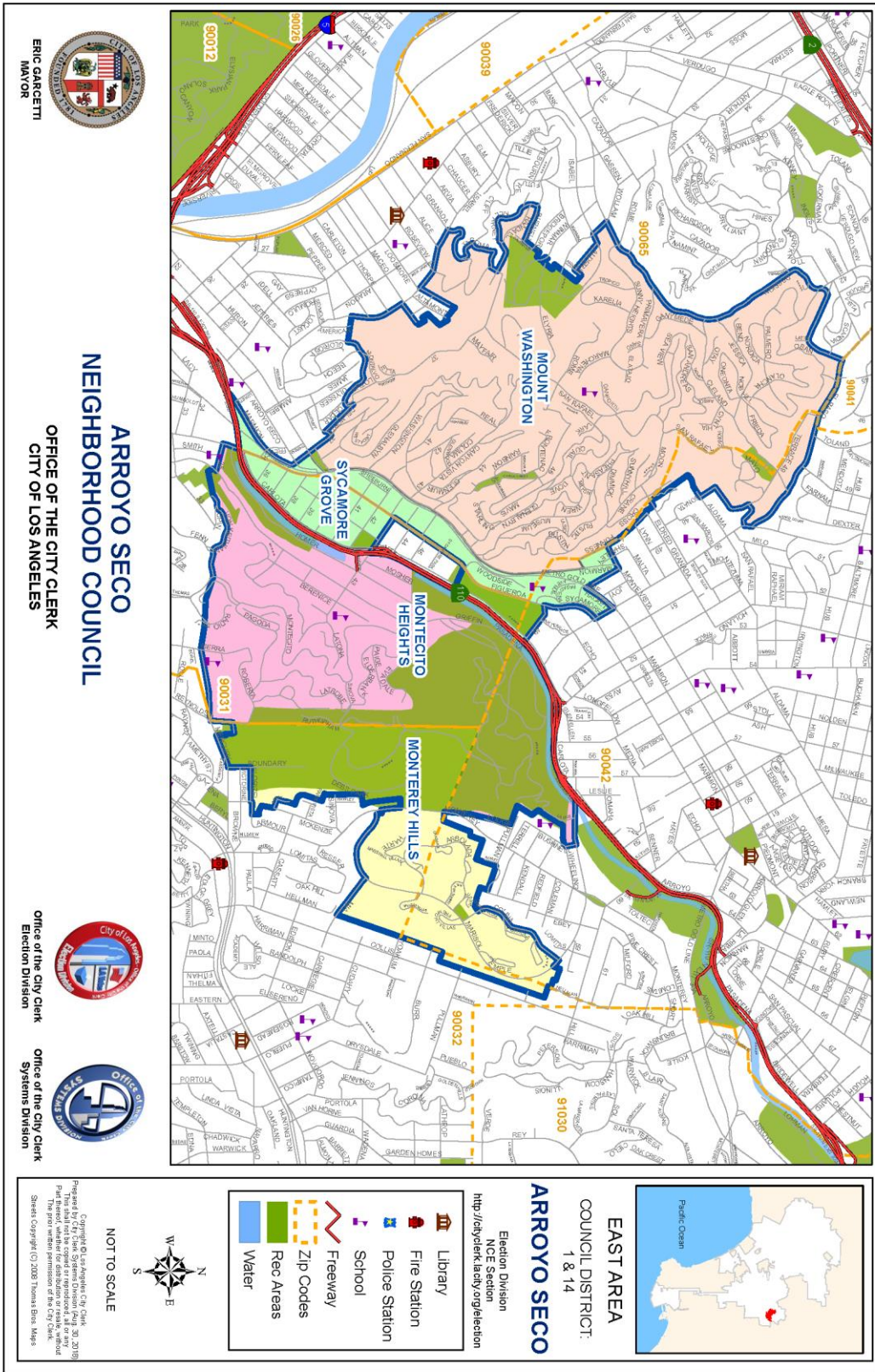
SECTION 2 : TRAINING

All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within fifty-five (55) days of being seated, or they will lose their ASNC voting rights until the training has been completed. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

SECTION 3 : SELF-ASSESSMENT

Every year, the ASNC shall conduct a self- assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of Arroyo Seco Neighborhood Council



**ATTACHMENT B - Governing Board Structure and Voting
Arroyo Seco Neighborhood Council – 17 Board Seats**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Montecito Heights Representatives Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property within the Montecito Heights geographical area and who are 18 years or older.	Stakeholders who live, work, or own real property within the Montecito Heights geographical area and who are 16 years or older.
Monterey Hills Representatives Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property within the Monterey Hills geographical area and who are 18 years or older.	Stakeholders who live, work, or own real property within the Monterey Hills geographical area and who are 16 years or older.
Mount Washington Representatives Term: 2 Years	4	Elected	Stakeholders who live, work, or own real property within the Mount Washington geographical area and who are 18 years or older.	Stakeholders who live, work, or own real property within the Mount Washington geographical area and who are 16 years or older.
Sycamore Grove Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property within the Sycamore Grove geographical area and who are 18 years or older.	Stakeholders who live, work, or own real property within the Sycamore Grove geographical area and who are 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At-Large Representative Term: 2 Years	4	Elected	Stakeholders who live, work or own real property within the ASNC boundaries and who are 18 years or older.	Stakeholders who live, work or own real property within the ASNC boundaries and who are 16 years or older.
Community Interest At-Large Representative Term: 2 Years	3	Elected	Stakeholders who live, work, or own real property within the ASNC boundaries who are 18 years or older and 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 boundaries and who may be in community organization such as, but not limited to, educational, non-profit, and/or religious organizations.	Stakeholders who live, work, or own real property within the ASNC boundaries who are 16 years or older and 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 boundaries and who may be in community organization such as, but not limited to, educational, non-profit, and/or religious organizations.