



WINNETKA
NEIGHBORHOOD COUNCIL
BYLAWS

BYLAWS 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	6
	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 of Governing Board Members	
	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 Committees	
	Section 2. Ad Hoc Committees	
	Section 3. Committee Creation and Authorization	
Article VIII	MEETINGS	13
	Section 1. Meeting Time and Place	
	Section 2. Agenda Setting	
	Section 3. Notifications/Postings	

Section 4. Reconsideration

Article IX FINANCES 15

Article X ELECTIONS 16

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 16

Article XII PARLIAMENTARY AUTHORITY 17

Article XIII AMENDMENTS 17

Article XIV COMPLIANCE 18

Section 1. Code of Civility

Section 2. Training

Section 3. Self-Assessment

ATTACHMENT A – Map of the Neighborhood Council 19

ATTACHMENT B – Governing Board Structure and Voting 20

ARTICLE I NAME

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

ARTICLE II PURPOSE

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. Mission of the Council

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the need 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, that need of the Council, the delivery of City services to the Council area, and other matters of a City wider 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 Policy of the Council

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 Community 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. This is all of postal zip code 91306. No other parts of any other zip codes are included in the area of the Winnetka Neighborhood Council.

Section 1. Boundary Description – The boundaries about the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

- A. NORTH – Bordered on the north by Nordhoff Street between De Soto Avenue on the west to Winnetka Avenue on the east, then by Parthenia Street between Winnetka Avenue on the west to Corbin Avenue on the east.
- B. EAST – Bordered on the east by Winnetka Avenue between Nordhoff Street on the north to Parthenia Street on the south, then by Corbin Avenue between Parthenia Street on the north to the Los Angeles River Channel on the south, then by Winnetka Avenue between the Los Angeles River Channel on the north and Victory Boulevard on the south.
- C. SOUTH – Bordered on the south by Victory Boulevard between De Soto Avenue on the west to Winnetka Avenue on the east, then by the Los Angeles River Channel between Winnetka Avenue on the west to Corbin Avenue on the east.
- D. WEST – Bordered on the west by Desoto Avenue between Nordhoff Street on the north to Victory Boulevard on the south. (De Soto Avenue is the full western boundary of Winnetka.)

The boundaries of the Council are set forth on the Map of the Winnetka Neighborhood Council, attached as Attachment A.

Section 2. Internal Boundaries – There are no internal boundaries within the Council

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “stakeholder” shall be defined as those who live, work, or own 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 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 Board of Directors (hereinafter “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 or selected by the Community Stakeholders or appointed by the Board. The composition of the Board shall be as follows:

- A. At-Large Stakeholder Board Members (14) – Open to Stakeholders at least eighteen (18) years of age.
- B. Youth Board Member (1) – Open to Stakeholders between the ages of sixteen (16) and eighteen (18). If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts. The Youth member shall be allowed to speak on such matters however.

Section 2. Quorum – The quorum shall be eight (8) members of the Board.

Section 3. Official Actions – At a meeting at which there is a quorum, a simple majority vote by the board members present and voting, including abstentions, which act as a “yes” vote 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 term, which shall be staggered. There are no term limits.

To begin the staggered terms, the Board members elected in 2010 shall receive the following initial terms: the top seven (7) vote getters shall receive four (4) year terms, and the bottom seven (7) vote getters shall receive two (2) year terms. From 2014 on, all Board members shall be elected to four (4) year terms.

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. The Board may revoke such authority at any time.

Section 6. Vacancies - The Board shall fill all vacancies using the following procedures:

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- B. 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 is elected to the seat.
- D. The candidate who wins shall fill the remaining term of the Board seat.
- 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 absent from three (3) regularly scheduled Council Board meetings during any twelve (12) month period will be considered for removal 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 shall be considered 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 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 Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

- A. Definition of Absence – Being more than forty-five (45) minutes late or not remaining at the meeting for sixty (60) consecutive minutes. An absence does not preclude a member from voting while they are present.

- B. Timekeeping – The Parliamentarian shall be responsible for monitoring the amount of time each Board member is present at each meeting. If necessary, the Parliamentarian is to notify the Secretary of an absence caused by a Board member arriving too late or leaving too early. If the Parliamentarian is absent, the Board shall appoint someone to be responsible for the monitoring for the meeting.
- C. Excused Absences – Absences shall be excused for reasons pertaining to bereavement or those of a medical nature or to attend an approved council related function occurring at the same time as a meeting. Appropriate documentation must be provided to the Council for the absence to be excused.

Section 8. Censure – The Council can take action to publicly 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 of 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 Board meeting.
 2. Removal of the identified Board member requires a two-thirds (2/3) 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, nor 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 two-thirds (2/3) of the Board members, not including person to be removed.

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 a two-thirds (2/3) majority of the Board.
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, nor allowed to vote on the matter.
4. The Board member that is subject to removal must first have been censured by the Board at least once for the same action before the Council shall consider a Petition by the Board for removal.

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

If a member is no longer a Stakeholder, they will be subject for removal from the Board.

Section 10. Resignation – A Board member may resign from the Council in writing to the Secretary or verbally in the presence of 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 in writing to the Secretary or verbally in the presence of the Board for discussion and action at a Board meeting since they no longer qualify for a Board position. Removal of the Board member requires two-thirds (2/3) 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.

- 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. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.
- C. The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.
 - 1. Creation of a Website -- The Council may create a website as an outreach tool managed by the Board which shall approve all postings of information, with the exception of Board Agendas, Board Minutes, Committee Agendas, or Committee Minutes.
 - 2. Vendor – The Board may select and hire a Vendor to maintain the website and request the vendor to provide articles for the website based on the agendas and minutes or other general information with the advice and consent of the Board.
 - a. The vendor may not use the website for personal/business gain, interjecting personal opinion with the exception of an approved tag line or logo as the website master.
 - b. The governance of the vendor relationship falls under the Board.
 - 3. Board Member Personal Use – No Board Member shall use the website for their own personal gain, or use the website to present a biased view or any personal, political, or Board issue which has been discussed or is proposed for discussion.
 - 4. Council Website Email – Email addresses and mailboxes will be allowed for the use of all Board Members according to the following criteria:
 - a. The email will be used for official Council business.
 - b. The emails will not contain any offensive language, images, or other audio-visual items.
 - c. The email will not be used for the personal campaigns of Board members.
 - d. The emails will not be used to further the campaigns of Board members or other candidates for public office.
 - e. The emails will not be used to provide the appearance that the Council supports the views, opinions, or decisions represented in the email.

- f. Board Members should use the email ability to support and further the position taken by the Council.
5. Disputes – Any disputes arising out of this policy shall be committed to the Board’s Executive Committee as being responsible for this function for suggested resolution, with the final decision made by the Board.

ARTICLE VI OFFICERS

Section 1. Officers of the Board – The Officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary and Assistant Secretary, Treasurer and Assistant Treasurer, Parliamentarian and Assistant Parliamentarian. The “assistant” positions may or may not be filled.

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. The President shall act as the chief executive of the Council and shall preside at all Council meetings; shall serve as chair of the Executive Committee; and may serve as chair of the Rules/Elections/Bylaws Committee.
- B. The Vice President shall serve in place of the President if the President is unable to serve or resigns; shall serve as Presiding Officer of the Board in the absence of the President; shall chair all Ad Hoc committees; and may chair the Rules/Elections/Bylaws Committee.
- C. The Secretary shall keep minutes of all Board meetings, post minutes and agendas on the Website, and post agendas at sites as required; and shall serve as Presiding Officer of the Board in the absence of the President and Vice-President. A Board member may be elected as An Assistant Secretary by the Board to assist the Secretary, or serve in the absence of the Secretary, as needed, and shall be considered an Officer of the Board. The board may hire and appoint a stenographer to help the Secretary if necessary. The hiree will not be a Board member nor have any voting rights on the Board.
- D. The Treasurer shall maintain the records of the Council’s finances and books of accounts and perform other duties in accordance with the Council’s Financial Management Plan and the City Department’s policies and procedures; may serve as chair of the Budget & Finance Committee; and shall serve as Presiding Officer of the Board in the absence of the President,

Vice-President, and Secretary. A Board member may be elected as An Assistant Treasurer by the Board to assist the Treasurer as needed and will be considered an Officer of the Board.

- E. The Parliamentarian shall keep order in the meeting; shall assure that Robert's Rules of Order and any Board Rules are followed in conducting the meeting and that time limits are adhered to; shall try to resolve conflicts in the meeting as the Mediator of the Board; shall serve as chair of the Grievance Panel (Article XI); and shall serve as Presiding Officer of the Board in the absence of the President, Vice-President, Secretary and Treasurer. A Board member may be elected as an Assistant Parliamentarian by the Board to assist the Parliamentarian as needed, and will be considered an Officer of the Board.

Section 3. Selection of Officers – Board Officer positions shall be filled every two (2) years at the first official Board meeting following the Board election, beginning in 2012. An officer may be removed from his or her post by a two-thirds (2/3) majority vote of the Board.

Section 4. Officer Terms – The Officers shall serve two (2) year terms. They may stand for re-election every two (2) years. Officers cannot serve in the same office for more than two (2) consecutive terms (4 years). Officers must remain in office until they are replaced by a successor.

ARTICLE VII COMMITTEES AND THEIR DUTIES

The Board shall establish all Standing and Ad Hoc Committees. Suggestions for committees may come from Stakeholders or from members of the Board, and the Board shall vote upon all such suggestions.

Section 1. Standing Committees – The Standing Committees of the Council are: the Executive Committee (chaired by the Board President), Budget & Finance Committee (chaired by the Treasurer or Assistant Treasurer), Outreach & Social Media Planning & Land Use Management Committee, Rules/Elections/Bylaws Committee (chaired by the Board President or Vice-President), the Public Safety Committee, the Public Works & Transportation Committee, and the Youth Advocacy Committee.

Section 2. Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues lasting up to one year to be chaired by the Board Vice-President or any other Board member appointed by a majority vote of the Board present at a meeting.

Section 3. Committee Creation and Authorization

- A. **Committee Authority** – All committee recommendations shall be brought back to the full Board for presentation to the Board by the Committee, followed by discussion and action by the Board.

- B. **Committee Structure** – With the exception of the Executive Committee, the Board shall appoint committees. Standing and Ad Hoc Committees shall be comprised of at least one (1) Board member and may include any interested Stakeholders. A Board Member must chair every committee. Every Board Member is expected to serve on at least one (1) committee.
- C. **Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed 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.
- 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.
- G. **Committee Quorum** – A Quorum of the committee members must be present to conduct business. A quorum is fifty percent (50%) plus one (1) member of the committee. All standing committees are allowed to have a maximum of seven (7) members and must have a minimum of three (3) members.

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, the Neighborhood Council Agenda Posting Policy 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. The Board at its first regular meeting of each calendar year shall establish a calendar of regular meetings.

- A. **Regular Meetings** – Regular Council meetings shall be held at least once per quarter 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 President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2. Agenda Setting – The Council 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 Presiding Officer 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 this subsection are subject to the rules regarding reconsideration.

Section 3. Notifications/Postings - At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with the Neighborhood Council Agenda Posting Policy. An updated listing of the Neighborhood Council’s physical posting location/s shall be kept on file with the Neighborhood Council.

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 who 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 proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. Any member of the Board may second a Motion for Reconsideration that is properly brought before the Board.
- G. This consideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

- A. Budget -- 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. Financial Rules -- 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. Records -- All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Treasurer's Report -- Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. Quarterly Audit -- 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

Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

ARTICLE X ELECTIONS

Section 1. Administration of Election – The Neighborhood 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 Community Stakeholders aged sixteen (16) and above shall be entitled to vote in the 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 Board during a single election cycle.

Section 6. Other Election Related Language – Not Applicable.

ARTICLE XI GRIEVANCE PROCESS

The Council shall have a grievance process in place for use by Stakeholders:

- 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 shall refer the matter to an Ad Hoc Grievance Panel chaired by the Sergeant-at-Arms, or another representative chosen by a majority of the Board, and comprised of at least two (2) Stakeholders including Board Members selected by the Sergeant-at-Arms.

- C. Within two (2) weeks of the panel's selection, the Panel 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, the Panel Chair shall cause a report to be written and forwarded 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 the 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 grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the Robert's Rules of Order when conducting Council meetings. Additional rules and/or policies and procedures regarding the conduct of the Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

These Bylaws may be amended in the following manner:

- A. Any Board Member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

- C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion.
- D. The Board shall forward all proposals to the Bylaws Committee to review and provide recommendations to the Board.
- E. An amendment to these bylaws requires a two-thirds (2/3) vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- F. 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

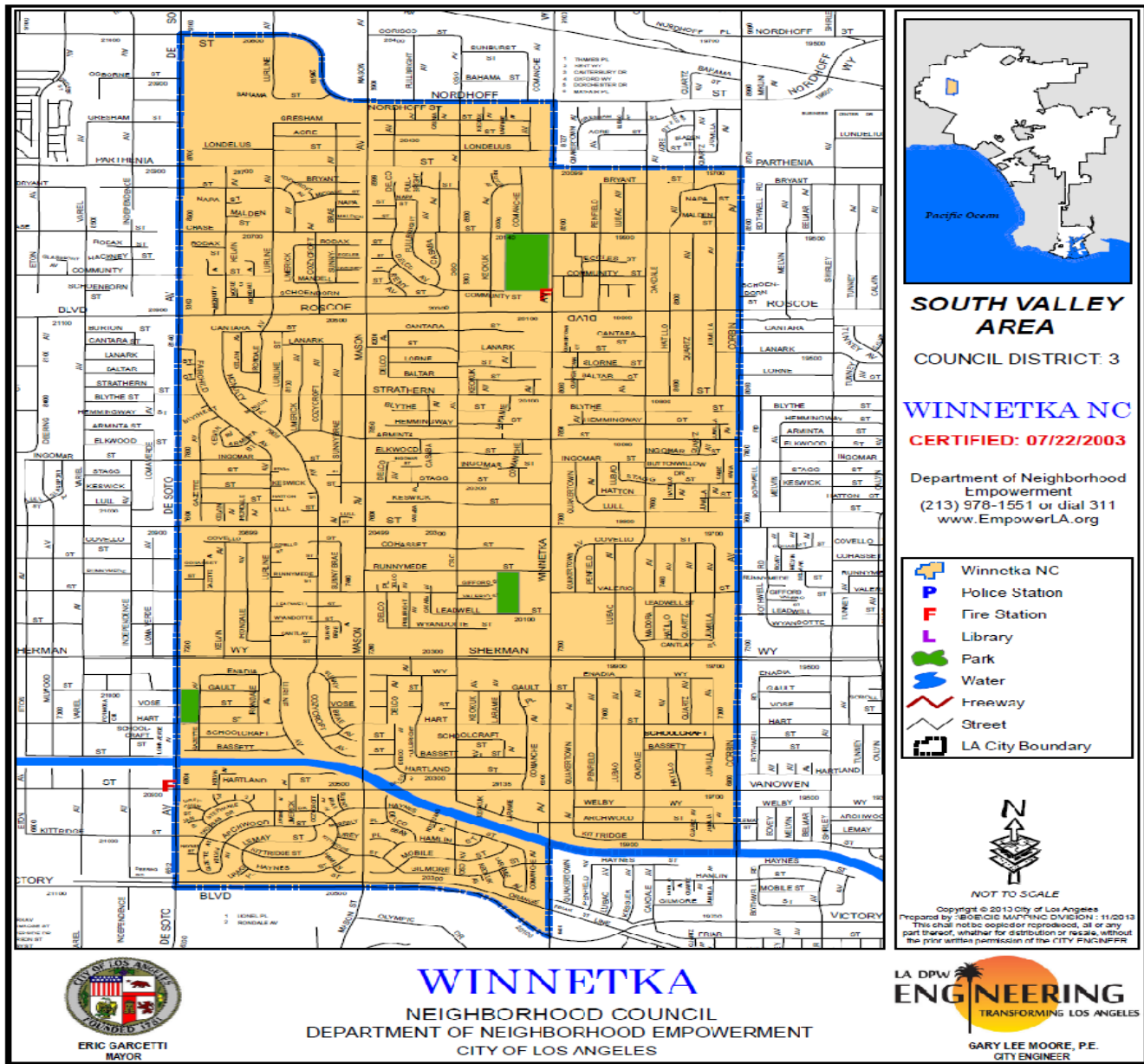
The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board, as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, 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. The Council prohibits discrimination against any individual or group in its policies, recommendations, actions, or operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation. The Council goal is to encourage all Community Members/Stakeholders to participate in all activities conducted or sponsored by this Council. 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 Councils, including, but not limited to, ethics, funding, workplace violence, and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Board voting rights. 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 Board shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of Winnetka Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Winnetka Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At-Large Director Seats Term: 4 Years	14	Elected	A stakeholder who is at least 18 years of age at the time of the election.	A stakeholder who is at least 16 years of age at the time of the election.
Youth Member Term: 4 Years	1	Appointed	A stakeholder who is 16-18 years of age at the time of the appointment	Board members of the Council