

CITY OF LOS ANGELES

CALIFORNIA



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**Palms Neighborhood Council
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Kay Hartman, Treasurer
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Helen Tocco, Secretary
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Gabriela Sotomayor, Residential Rep. C
Jessalyn Waldron, Residential Rep. D
Vacant, Residential Rep. E
Josh Nadel, Business Rep. 1
Natasia Gascón, Business Rep. 2
Vacant, Youth Representative

PALMS NEIGHBORHOOD COUNCIL

Special General Assembly Meeting Agenda

Wednesday, March 23, 2022 – 6:00 p.m.

Zoom Webinar Online at

<https://us02web.zoom.us/j/8263219749?pwd=OXhrODZoNEJmZU1JRHh3NEVMbzgwZz09>

or by telephone, Dial +1 669 900 6833 to join the webinar

Enter this Webinar ID: 826 321 9749 and enter the passcode 90034 then press #

The toll free call-in numbers are: (833) 548-0276, (833) 548-0282, (877) 858-5257, and (888) 475-4499

Press *9 to raise hand for public comment

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE PALMS NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

Every person wishing to address the Palms Neighborhood Council must join the zoom webinar at <https://us02web.zoom.us/j/8263219749?pwd=OXhrODZoNEJmZU1JRHh3NEVMbzgwZz09> or dial +1 669 900 6833, and enter 826 321 9749 Then press # and enter the passcode 90034 to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

AB 361 Updates -Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Notice to Paid Representatives -If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

1) CALL TO ORDER & ROLL CALL:

- a. Call to Order (Erving)
- b. Roll Call (Tocco)

2) ANNOUNCEMENTS

- a. We are accepting applications for Palms NC Area E and Youth Representatives [*email president@palmsnc.la for the application materials*]
- b. Have a shout out or someone whom you'd like to recognize for their work in Palms? Email president@palmsnc.la to have your shout out added to next month's meeting agenda.
- c. [The Herbalife Triathlon](#) will be held May 15, 2022 portions of Venice Blvd will be impacted. Reach out to Michael Burbank (michael@citystage.com) if you have questions or concerns about the event. See the event map [here](#)

3) GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS & MULTIPLE AGENDA ITEM PUBLIC COMMENT

4) Ad Hoc Bylaws

- a. **MOTION** to authorize the Palms NC to submit the completed Bylaws Amendment Application form with the redlined Bylaws, to NCsupport@lacity.org before April 1, 2022 (supplemental materials attached)

5) ADJOURNMENT

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the President. Public comment will be taken for each motion as well as for any item in the consent agenda prior to Board action. The public is requested to fill out a "Speaker Card" to address the Assembly on any item of the agenda prior to the Assembly taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Assembly's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 1 to 2 minutes per speaker, at the discretion of or unless waived by the Assembly. In the interest of addressing all items on the agenda, time limits for individual comments and discussion may be set at the discretion of the President. All items on the consent agenda will be determined by a single Committee vote and without Committee discussion. Committee members may request that any item be removed from the consent agenda and considered individually at any time prior to that vote.

Per Board of Neighborhood Commissioners Policy #2014-01, agendas are posted for public review at: 1) Woodbine Park Kiosk, 3409 S. Vinton Ave.; 2) Palms Neighborhood Council website, www.palmsnc.la.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Woodbine Park Kiosk, 3409 S. Vinton Ave, at our website: www.palmsnc.la or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Secretary at secretary@palmsnc.la

Palms NC Board and Committee members abide by a code of civility (<http://empowerla.org/code-of-conduct/>). Any person who interferes with the conduct of a Neighborhood Council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A peace officer may be requested to assist with the removal should any person fail to comply with an order of removal by the Neighborhood Council. Any person who resists removal by a peace officer is subject to arrest and prosecution pursuant to California Penal Code Section 403.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Secretary at secretary@palmsnc.la

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL secretary@palmsnc.la

Palms Neighborhood Council
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Approved by Department of Neighborhood Empowerment 2.2.2021

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Article I NAME

The name of this Organization is the PALMS NEIGHBORHOOD COUNCIL, also referred to in this document as “the Council.”

Article II PURPOSE

We, the stakeholders of Palms, recognize that every member of our neighborhood is significant. We recognize the powerful and varied gifts that every member can give to our community. By drawing on our diversity, we can make a better life for all of us in our neighborhood. In short, our vision encompasses inclusiveness, unity, and improvement.

Our mission is to empower stakeholders by helping them to improve the quality of life in the community, giving the community a voice in the City government, improving the delivery of services to the neighborhood, and holding City officials and Departments accountable to community needs.

Our objective is to build a sense of community. To this end, we engage in social and cultural events for our stakeholders.

Article III BOUNDARIES

Section 1: Boundary Description

The boundaries of the Council are, beginning at the intersection of Sepulveda Boulevard and Charnock Road, east on Charnock Road (the south side only) to Overland Avenue, north on Overland Avenue (the east side only) to the I-10, east on I-10 (south side only) and the eastbound Robertson Boulevard exit lanes off I-10 to the Culver City border, southwest along the Culver City border to I-405, east on Venice Boulevard to Tuller Avenue, north on Tuller Avenue (east side only) to Regent Street, east on Regent Street (south side only) to Sepulveda Boulevard, north on Sepulveda Boulevard to Charnock Road (east side of Sepulveda only). In addition, for geographic and historic reasons, Charnock Road Elementary and Palms Middle schools are considered an overlap area with the Mar Vista Community Council.

Section 2: Internal Boundaries

The internal boundaries of the Council are set forth in Attachment A - Maps of the Palms Neighborhood Council Boundaries.

Residential

- A. Palms West
- B. Overland
- C. Motor
- D. Studio
- E. Exposition

Article IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the Neighborhood Council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the Neighborhood Council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

Article V GOVERNING BOARD

Section 1: Composition

Thirteen (13) Stakeholders comprise the Neighborhood Council, which is the Governing Body and is also referred to in this document as “the Board.” The members are as follows:

1. President (elected at large by all stakeholders.)
2. Vice President (elected at large by all stakeholders.)
3. Secretary (elected at large by all stakeholders.)
4. Treasurer (elected at large by all stakeholders.)
5. Community-Based Organization Representative (elected at-large by all stakeholders.)
- 6-10. Five (5) Residential Area Representatives (elected by residential stakeholders within those areas.)
- 11.-12. Two (2) Business Representatives (elected at large by all stakeholders.)
13. One (1) Youth Representative (elected at large by all stakeholders.)

“Representatives” are the Community-Based Organization, Residential Area, Business, and Youth Representatives. Representative duties are listed below. Additional duties may be assigned by a majority of the Board.

Community-Based Organization Representative

Candidates for the Community-Based Organization Representative must participate in or

be a member of a community organization located in or serving the Palms Neighborhood in order to hold this title; and is the liaison of the Council with community organizations, including cultural, educational, neighborhood watch, non-profit, and religious groups.

Residential Area Representative

Candidates for Residential Area Representatives must live within the residential zone they are running for in order to hold this title; is the liaison of the Council with residents in the applicable residential zone; and is responsible for reaching out to area residents with information on the activities of the Neighborhood Council.

Business Representative

Candidates for Business Representatives must own or work at a business in Palms in order to hold this title; is the liaison of the Council with local businesses; and is responsible for reaching out to local businesses with information on the activities of the Neighborhood Council.

Youth Representative

Candidates for the Youth Representative must be fourteen (14) years or older and no more than seventeen (17) years of age, at the time of election or selection, and be a Stakeholder in Palms in order to hold this title; is the liaison of the Council with local youth; and is responsible for reaching out to local youth with information on the activities of the Neighborhood Council.

No single Stakeholder group shall comprise a majority of the Council's governing body unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (Department.)

Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board. However, Board Members who remain Stakeholders but whose Stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected.

Section 2: Quorum

A quorum is seven (7) members of the Governing Board and a majority of a Committee or Subcommittee.

Section 3: Official Actions

A simple majority vote by the Representatives present and voting, 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.

Abstentions are not counted as votes in determining majority vote.

Section 4: Terms and Term Limits

Officers and Representatives shall serve two (2) year terms, except for vacancy appointments, or until their successors are seated, or until they resign or otherwise leave office. There are no term limits.

Section 5: Duties and Powers

The Board has the authority granted to the Neighborhood Councils by the City Charter and the Plan for a Citywide System of Neighborhood Councils (“the Plan.”)

The Board develops, maintains and fulfills a program to communicate with Stakeholders on a regular and timely basis.

The Board may also appoint non-voting advisors.

Representatives must attend and participate in meetings of the Board.

Representatives should attend and participate in at least one of the Council’s committees, as assigned by the President.

Section 6: Vacancies

A Representative vacancy on the Board is filled by the following procedure: Stakeholders will be publicly notified that the Board has a vacancy to be filled in a specific category.

1. Eligible stakeholders submit written applications to the Secretary for verification.
2. The Secretary forwards the name of eligible Stakeholders to the President.
3. The President fills the vacancy, subject to majority approval by the Board.

Section 7: Absences

Any Board Member who misses three (3) regularly scheduled consecutive Council meetings may be removed from the Board. A removal vote will take place at the next regularly scheduled Neighborhood Council meeting whereupon the Board shall determine the validity of the absences before taking action on the potential removal of the Board Member.

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:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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:

1. 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.
2. 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.
3. 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 censure will be considered.
4. 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.
5. 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.
6. 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.
7. 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.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

- a. The request must 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 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.

9. 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

A Board Member may resign by giving oral or written notice to the President, Secretary, or Board. Ideally, the resignation will take place in writing or at a regular Board meeting. If an oral resignation is tendered outside of a regular Board meeting, the President will add the

resignation to the agenda for the next General Board meeting. Written and regular Board meeting resignations will become effective on the date specified therein. If no date is specified, the resignation shall become effective at the time of acceptance by the Board.

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.

Article VI OFFICERS

Section 1: Officers of the Board

Officers are the President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers

Officers' duties are listed below. Additional duties may be assigned by a voting majority of the Board or President.

A. President

1. Provides leadership for the Council and coordinates the development of an action program and draft budget for consideration and action by the Board.
2. Represents the Organization to the public and explains the policies adopted by the Board. The President may delegate responsibility.
3. In cooperation with the Secretary and the Facilitator, if appointed, sets the agenda for Board meetings.
4. With approval from the Board, appoints and replaces members of standing and ad hoc Committees.
5. Refers problems, complaints and suggestions to the proper Representative or Committee.
6. Signs or co-signs letters and documents as necessary on behalf of the Council.
7. Serves as second signer for the expenditure of funds by the Council when the Treasurer is not available.
8. Attends required financial training sessions of the City Clerk.

B. Vice President

1. Assumes the duties of the President in case of absence, illness, and/or conflict of interest/recusal and becomes President on the death, resignation or permanent incapacity of the President for the remainder of the President's term.
2. Assists the President and assumes special duties and responsibilities as necessary.

C. Secretary

1. Assists the President, when needed, before each meeting in preparing an agenda.

2. Prepares, sends and posts the notices in accordance with the Ralph M. Brown Act, at all designated posting locations, or delegates the tasks.
3. Brings to each meeting a copy of the Bylaws, rules and policies, a list of the members of the Board, a list of Committees, and a copy of Robert's Rules of Order, Simplified and Applied, New World edition or delegates the task.
4. Prepares a list of Board Members and calls the roll. Notes whether or not a quorum is present.
5. Endeavors to take careful and accurate notes of the proceedings and later prepares the minutes, and Board Action Certification forms or delegates the task.
6. Distributes the minutes to the Board for correction and approval, or delegates the task.
7. Provides the Facilitator, if appointed, with the exact wording of a pending Motion or of one previously acted on.
8. Preserves all records, reports and other official documents except those specifically assigned to the custody of others.
9. May sign or co-sign official documents to attest to their authenticity.
10. Maintains the inventory of Neighborhood Council owned items and annually submits inventory forms to the Office of the City Clerk.
11. Manages the Palms Neighborhood Council events calendar or delegates the task.
12. Manages administration of email addresses, shared drive access, and other Internet based items or delegates the task.

D. Treasurer

1. Serves as a required signatory for the expenditure of funds by the Council.
2. Attends required financial training sessions of the City Clerk.
3. Maintains the Council's book of accounts, as prescribed and approved by the City Clerk, and submits accounting statements to the City Clerk. Complies with Generally Accepted Accounting Principles.
4. Gives a summary of the Council's financial status as directed by the Board and responds to questions about receipts and expenditures.

Section 3: Selection of Officers

Officer positions are elected by the public during the City Clerk-administered elections of the Council.

If an executive Officer vacancy of any kind occurs, the remaining Officers hold an election to fill the vacancy from current members of the Board. The election must be held at the first Brown Act compliant Governing Board meeting that occurs at least 24 hours after the vacancy. A Representative may hold both an Officer title and a Representative title.

Officer vacancy elections shall proceed based on the latest edition of Robert's Rules of Order for "nominations from the floor" (with the "floor" consisting of the members of the Board).

If the offices of President and Vice President are both vacant, then the Board appoints a President following the latest edition of Robert's Rules of order for "nominations from the floor" (i.e., from members of the Board.).

Voting will take place by roll call vote based on a majority vote. Successive rounds of voting will drop the lowest vote receiving candidate until a majority candidate is elected. If no Board Member is elected to the seat, the President may fill the seat according to the vacancy rules outlined in Article V Section 6.

Section 4: Officer Terms

The Officers shall serve two (2) year terms. They may stand for reelection every two (2) years.

Officers may be removed before they have served their two (2) year terms. To call for a vote for removal, any member may follow the future agenda setting process outlined in Article VIII Section 2 Agenda Setting under 'new business.' If the Council votes to place the removal on a future agenda, a motion to remove the Officer will be placed on the next Governing Board agenda, in conformance with rule (2) below, as well as a separate agenda item to hold an election to fill the seat, should the removal motion prevail.

Upon a successful affirmative removal vote of the meeting (consisting of a supermajority of aye votes that is equal to or greater than seven (7); the Officer shall not vote on the matter,) the Officer will assume the title of "At Large Representative" at that time.

A vote to remove an Officer must be preceded by:

- i. Proof of notification to the Officer that a vote will be taken. Proof can include a response to an e-mail notification, notification at a public meeting to the representative with witnesses present, or certified mail sent to the address on file with DONE.
- ii. A waiting period of fifteen (15) days between the time of mailing the notice or proof of notification and the time of the vote.
- iii. An opportunity for the Officer to address the Board before the vote is taken.

Article VII COMMITTEES AND THEIR DUTIES

Section 1: Standing

The Standing Committees of the Council are set forth in the Standing Rules.

Section 2: Ad Hoc

The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad Hoc Committees should cease at the end of each two year board term.

Section 3: Committee Creation and Authorization

- A. **Committee Authority** – All committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – The Executive Committee is composed of the Officers. With the exception of the Executive Committee, Committee members shall be appointed by the President and/or the Committee Chair, to be confirmed by the Board.

- 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** –With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, 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. Such action by the Board shall be noted in the Council meeting minutes.
- F. **Removal of Committee Members** – Committee members are removed in the same manner in which they are appointed.

Article VIII MEETINGS

Section 1: Governing Board Meetings

Governing Board Meetings are held at least once per quarter. All meetings shall be conducted in accordance with the Brown Act. Agenda and notice of Governing Board meetings shall be publicly posted at least seventy-two (72) hours prior to the meeting.

Special Meetings of the Board may be called for a specific purpose that requires consideration before the next regular Board Meeting. The President, or a minimum of two Officers of the Board, may call a Special Meeting of the Board. Agenda and notice of such meeting shall be publicly posted at least twenty-four (24) hours before the scheduled meeting date.

Section 2: Agenda Setting

The agendas for the meetings are set by the President with the cooperation of the Secretary and the Facilitator, if appointed, and are distributed by the Secretary or any other person delegated to do so. Other Board Members may suggest items to the agenda at least one (1) week before the meeting if they are within the Council’s purview and time limits, as determined by the President in consultation with the Secretary. The order of the items may be changed by the Board at the meeting.

Any Representative, during a section titled “New Business” that shall appear on all Governing Board Meeting agendas, may move to add an item to a stated future meeting agenda. If seconded, the Board shall vote on whether to place the item on a stated future meeting agenda as described in Cal Gov Code 54954.2(a)(3). If successful, that item must be placed on the stated future meeting agenda.

Section 3: Notifications/Postings

At a minimum, meeting notices for Governing Board and Committee meetings 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 action through a Motion for Reconsideration process defined in its Standing Rules and 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.

Article IX FINANCES

The Council shall comply with all financial accountability requirements as specified by City ordinance and the Plan and as stated in the certification application. The Council shall comply with all financial reporting requirements as prescribed by the Department.

Article X ELECTIONS

Section 1: Administration of Elections

The Council's elections shall 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 seats, and which Stakeholders may vote for the seats are noted in Attachment B.

Section 3: Minimum Voting Age

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status

Stakeholder will self-affirm their Stakeholder status in order to vote.

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

- A. Representatives must be stakeholders aged eighteen (18) or above and eligible to vote for the office they hold, with the exception of the Youth Representative who must be a stakeholder who is fourteen (14) years or older and who is no more than seventeen (17) years of age.

- B. Candidates shall not use the Council's outreach database for electioneering purposes.

- C. The Board shall appoint a non-voting "Election Committee Chair," who will be a resource to candidates, Stakeholders, the Board and the City to assist in directing Election issues and concerns.

Article XI GRIEVANCE PROCESS

The Neighborhood Council Grievance Process shall be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council Grievances.

- A. In order to express concerns to the Board about its procedural matters, decisions, and actions, individual Stakeholders or groups of Stakeholders may bring forward written Grievances.

- B. A Grievance panel consisting of at least three (3) Stakeholders, chosen by lot from among interested Stakeholders and with the approval of the Board, shall examine the issue and submit a written report and recommendation to the Secretary within seventy - five (75) days of Grievance notification. The matter shall be placed on the agenda of the next Council meeting. In accordance with the Ralph M. Brown Act, the matter shall not be discussed until that meeting.

- C. In the event that a Grievance cannot be resolved through this process, then the matter may be referred to the Department for consideration pursuant to the Plan.

- D. This Grievance process is not intended to apply to Stakeholders who simply disagree with a position taken by the Board, but rather to address such things as failure to comply with Department rules or these Bylaws.

- E. Board Members are not permitted to file a Grievance against another Board Member or against the Council as a whole.

Article XII PARLIAMENTARY AUTHORITY

- A. The rules of order of the Neighborhood Council are known as the Standing Rules. They include other rules adopted by the Board not in conflict with the Brown Act.

- B. Where there is no Standing Rule, Robert's Rules of Order, Simplified and Applied (Webster's New World) applies if not in conflict with the Brown Act.

Article XIII AMENDMENTS

- A. An amendment to the Bylaws may be adopted by a two-thirds (2/3) vote of the Board Members present at the meeting when the vote is taken, but dissolution of the Board can only be enacted by a unanimous vote of the entire Board.
- B. The amendment becomes valid and effective upon its approval by the Department.

Article XIV COMPLIANCE

Section 1: Code of Civility

The Council conducts its business in accordance with the Los Angeles Governmental Ethics Ordinance, LAMC 49.5. It engages in no discrimination based on race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation. The Council abides by all applicable federal, state and local laws. Board Members will abide by the Board of Neighborhood Commissioner's Neighborhood Council Board Member Code of Conduct Policy.

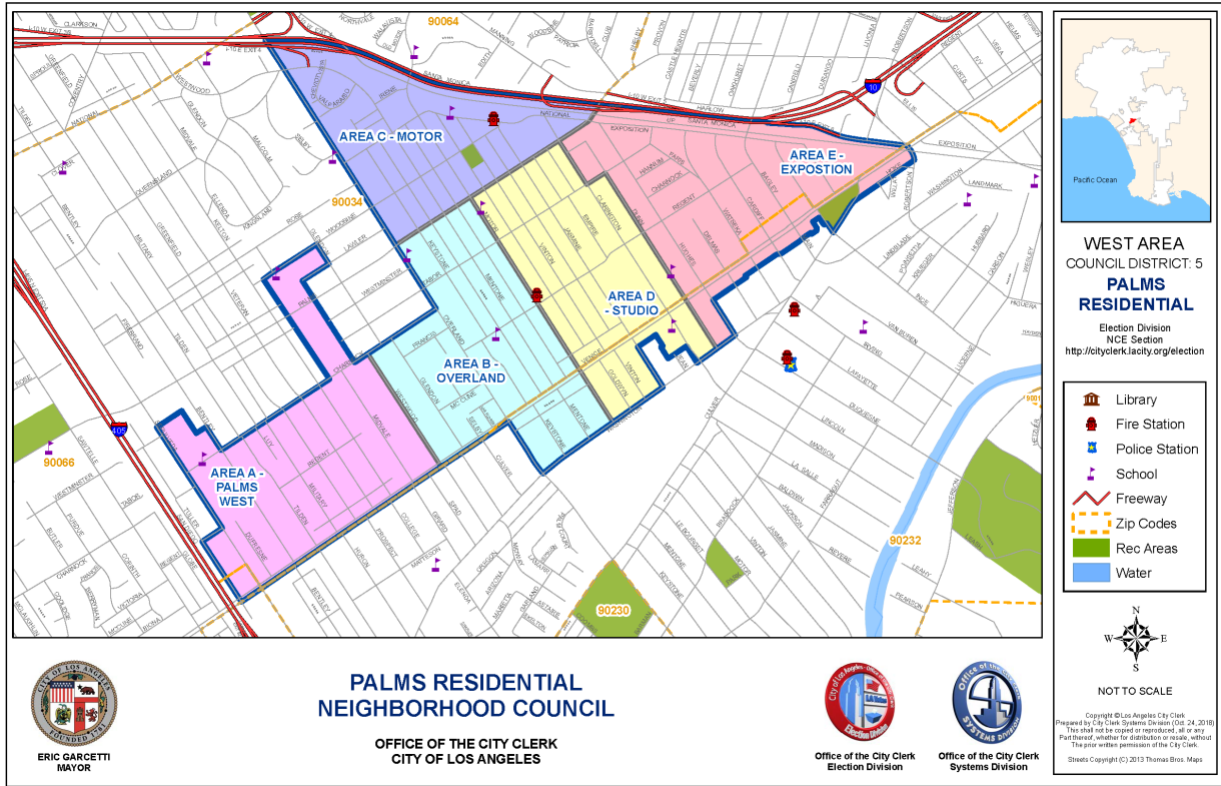
Section 2: Training

All Representatives 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 forty-five (45) days of being seated. Those who do not complete their required training lose their Council voting rights until they complete their training. 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 Council may conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of Palms Neighborhood Council Boundaries



ATTACHMENT B –Governing Board Structure and Voting Palms Neighborhood Council – 13 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Individuals 18 years or older who reside, work, or own property in Palms.	Stakeholders 16 years or older.
Vice President Term: 2 Years	1	Elected	Individuals 18 years or older who reside, work, or own property in Palms.	Stakeholders 16 years or older.
Secretary Term: 2 Years	1	Elected	Individuals 18 years or older who reside, work, or own property in Palms.	Stakeholders 16 years or older.
Treasurer Term: 2 Years	1	Elected	Individuals 18 years or older who reside, work, or own property in Palms.	Stakeholders 16 years or older.
Community-Based Organization Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older participates in or is a member of a community-based organization located in or serving Palms.	Stakeholders 16 years or older.
Residential Representative, Area A Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area A.	Stakeholder who is 16 years or older and who resides in Residential Area A.
Residential Representative, Area B Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area B.	Stakeholder who is 16 years or older and who resides in Residential Area B.
Residential Representative, Area C Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area C.	Stakeholder who is 16 years or older and who resides in Residential Area C.
Residential Representative, Area D Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area D.	Stakeholder who is 16 years or older and who resides in Residential Area D.
Residential Representative, Area E Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area E.	Stakeholder who is 16 years or older and who resides in Residential Area E.
Business Representative Term: 2 Years	2	Elected	Stakeholder who is 18 years or older and who works or owns a business in Palms.	Stakeholder who is 16 years or older.
Youth Representative Term: 2 Years	1	Elected	Stakeholder who is 14 years or older and who is no more than 17 years of age at the time of the election.	Stakeholder who is 14 years or older.



Department of NEIGHBORHOOD EMPOWERMENT

200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: NCsupport@lacity.org www.EmpowerLA.org



Bylaw Amendment Application

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. Completed applications will be accepted until April 1st, 2022 via email at NCsupport@lacity.org and must include the following documents:

Scanned electronic copy of the completed Bylaw Amendment Application and the Neighborhood Council Board Structure Change Request Form (if necessary) signed by the Neighborhood Council President/Chair and another person authorized by the Neighborhood Council to submit the documents.

Electronic Copy (in a Word document) of the proposed Neighborhood Council's Bylaw Sections. **Submit only the section(s) with the proposed changes and not the entire bylaws unless there are major changes throughout the bylaws.** The document should clearly show the proposed amended language by striking-out the original language and underlining the proposed language, preferably through the Track Changes tool in Microsoft Word, e.g. *Section 2. Agenda Setting - The agenda shall be set by the President. the Executive Committee.*

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.

Neighborhood Council Name: _____

- Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances, City Policies and the Plan for a Citywide System of Neighborhood Councils? Yes No
- Do the proposed amendments contain a change in the Board structure, e.g. decrease/increase in Board seats, changes in Board seat descriptions, etc.? No Yes - Please include the Neighborhood Council Board Structure Change Request Form

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to submit bylaw amendments, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the proposed bylaws as submitted were approved as an official action of the Board per the Neighborhood Council's existing bylaw amendment provision or Board of Neighborhood Commissioners policy. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the proposed bylaw amendments.

Date of Board Action: ____ / ____ / ____

Board Vote: ____ yes ____ no ____ abstentions

President/Chair Signature: _____

2nd Signatory Signature: _____

Print Name: _____

Print Name: _____

Email : _____

Email : _____

Phone: _____

Phone: _____

Please contact the Neighborhood Council Support Help Line with any questions or if you require electronic support in submitting this application: (213) 978-1551 or NCsupport@lacity.org (Form Updated 6/21)



200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1
 E-mail: NCsupport@lacity.org www.EmpowerLA.org

Neighborhood Council Board Structure Change Request Form

Requests for changes in Board structure must be reviewed by the Board of Neighborhood Commissioners (Commission). If the Commission approves the request, the Applicant’s bylaws will be deemed formally adjusted upon such action of the Commission. Should the Commission act to disapprove the request, the Applicant may, within five (5) meeting days of the City Council, during which the Council has convened in regular session, file an appeal with the City Council. The appeal will automatically be placed on the Council’s next regular agenda for consideration. The City Council may, by ten (10) votes, sustain, reverse, or modify the Commission’s decision.

After completing this form, please submit it by email along with a completed Bylaw Amendment Application to NCsupport@lacity.org. You may also fax or deliver the documents to our office. We will provide notification to the Neighborhood Council of the date the Commission will review the request. Please note that the information submitted on this form is public information.

Please contact the Neighborhood Council Support Help Line at (213) 978-1551 or by email at NCsupport@lacity.org if you have any questions.

PLEASE PRINT ALL INFORMATION

Neighborhood Council Name: _____

Primary Contact:

NAME	TITLE	PHONE	EMAIL
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Current Number of Board Seats: _____ **Quorum:** _____

What type of Board Structure Change is being requested?

Reduction in Board Seats to: _____ (insert total number after proposed reduction)

Change in Board Structure. Please describe:

Other. Please describe:

What are the reasons for the change to the Board Structure?

Describe your Neighborhood Council's demographics. Please note sources of demographic information provided, e.g. 2000 census, Healthy City, etc., and attach any related documentation.

Explain what outreach has been conducted to fill existing seats. Please attach any supporting documentation, e.g. flyers, agendas, etc.