

BYLAWS OF THE ECHO PARK NEIGHBORHOOD COUNCIL
Approved October 16, 2018

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.....	5
Article V	GOVERNING BOARD.....	5
	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.....	7
	Section 1: Officers of the Board	
	Section 2: Duties and Powers	
	Section 3: Selection of Officers	
	Section 4: Officer Terms and Officer Removal	
Article VII	COMMITTEES AND THEIR DUTIES.....	9
	Section 1: Standing	
	Section 2: Ad Hoc	
	Section 3: Committee Creation and Authorization	
Article VIII	MEETINGS.....	9
	Section 1: Meeting Time and Place	
	Section 2: Agenda Setting	
	Section 3: Notifications/Postings	
	Section 4: Reconsideration	
Article IX	FINANCES.....	10

Article X	ELECTIONS.....	10
	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.....	11
Article XII	PARLIAMENTARY AUTHORITY.....	11
Article XIII	AMENDMENTS.....	12
Article XIV	COMPLIANCE.....	12
	Section 1: Code of Civility	
	Section 2: Training	
	Section 3: Self-Assessment	
ATTACHMENT A	– Map of Neighborhood Council.....	13
ATTACHMENT B	- Governing Board Structure and Voting.....	14

**ARTICLE I
NAME**

The name of this Neighborhood Council shall be the “Echo Park Neighborhood Council” (a.k.a. EPNC), an officially recognized advisory council hereby part of the Los Angeles Citywide System of Neighborhood Councils.

**ARTICLE II
PURPOSE**

The PURPOSE and MISSION of the EPNC is to promote citizen participation in government by serving as an advisory body to the City of Los Angeles. Our mission is to provide a public forum for Stakeholders in our neighborhood to express their thoughts, ideas and concerns on community or Citywide issues and, thereafter, convey the collective community positions, through our representative Governing Board and community impact statements to elected officials and City departments. EPNC will allocate its public funds to its operations, outreach, neighborhood improvement projects and neighborhood purpose grants. Our policy and pledge is to: (a) be inclusive, (b) be respectful of various viewpoints, (c) to provide early notification and timely inform our stakeholders about community and Citywide issues that could be of concern to them, (d) to educate board members and stakeholders about City government, and (e) fairly represent and convey our collective representative positions to City leaders.

**ARTICLE III
BOUNDARIES**

Boundaries - The boundaries of EPNC are described as follows, and more particularly depicted on Attachment A – Map of Echo Park Neighborhood Council.

External boundaries for EPNC are described in Section 1. External boundaries are intended to follow logical divisions, including zip code lines, zoning districts, preservation zones, etc.

Internal/District Boundaries are described in Section 2. Internal boundary divisions shall be the middle of the street in areas where one internal district borders another.

Section 1: External Boundaries

From the intersection of Glendale Freeway (2) and Golden State (5) freeway, Southeast following the Golden State (5) freeway until the Los Angeles River. South along the Los Angeles River until N Broadway. West on N Broadway and following the border of the Buena Vista Elysian Park until the intersection of the Harbor (110) freeway and Park Row Drive. North West on Park Row Drive and joining Academy Road following the park limits. North West on Academy Road until Academy Gate. South on Academy Gate. From the South end of Academy Gate Drive, South East until the Harbor (110) freeway.

Southwest on the Harbor (110) freeway until the intersection with Stadium Way. West on Stadium Way until Lookout Drive. Northwest on Lookout Drive, transforming into Lilac Terrace until Stadium Way. North on Stadium Way until the intersection with Vin Scully Avenue. Then along an imaginary line until the Northwest apex of White Knoll Drive and then along the property line between Marview Avenue and Everett PL/Everett Street until the back of the residence located 908-912 Everett Street and then on Everett Street until Sunset Boulevard. And Southeast on Sunset

boulevard until the intersection with the Harbor (110) freeway.

Southwest on the Harbor (110) freeway until the intersection with the Hollywood (101) freeway and Northwest until N Beaudry Avenue. Southwest on N Beaudry Avenue until W 1st Street. West on W 1st Street and then Beverly Boulevard until S Carondelet Street. Southeast on S Carondelet Street until W 3rd Street. Northwest on W 3rd Street until S Benton Way. Northeast on S Benton Way until the Hollywood (101) freeway. East on the Hollywood (101) freeway until Coronado Terrace. North on Coronado Terrace until Kent Street. East on Kent Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Marathon Street. West on Marathon Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Scott Avenue. West on Scott Avenue until the property line between the Mayberry Street Elementary and the residence located 2513 Scott Avenue. North along this property line until Mayberry Street. East on Mayberry Street until Coronado Street until Berkeley Avenue. East on Berkeley Avenue to the property line between N Coronado Street and Waterloo Street to Effie Street. East until the intersection of Effie Street and W Effie Street and North along the property line starting between the residences located 2413 W Effie Street and 1700 N Apex Avenue until the northwest Apex of Clifford Street, East on Clifford Street until Glendale Boulevard and North on Glendale Boulevard including the Tommy Lasorda Field of Dreams until the Glendale (2) Freeway. North East on the Glendale (2) Freeway until Golden State (5) freeway.

Shared Asset:

- Mayberry Street Elementary is shared with Silverlake Neighborhood Council

Section 2: Internal Boundaries

- A. District 1 shall include the boundaries starting at the apex of the Glendale Freeway (2) and the Golden State Freeway (5), Glendale Freeway (2) South to Glendale Boulevard; Glendale Boulevard South to Scott Avenue; Scott Avenue East to Echo Park Avenue; Northeast on Echo Park Avenue to Morton Avenue; Morton Avenue Northeast to Morton Place; Morton Place East/Academy Road to Stadium Way; Stadium Way North to the Golden State Freeway (5).
- B. District 2 shall include the boundaries starting at the Golden State Freeway (5) and Stadium Way; Golden State Freeway (5) South until the Los Angeles River. South along the Los Angeles River until N Broadway. West on N Broadway and following the border of the Buena Vista Elysian Park until the intersection of the Harbor (110) freeway and Park Row Drive. Northwest on Park Row Drive and joining Academy Road following the park limits. Northwest on Academy Road until Academy Gate. South on Academy Gate. From the south end of Academy Gate Drive, Southeast until the Harbor (110) freeway. Southwest on the Harbor (110) freeway until the intersection with Stadium Way. West on Stadium Way until Lookout Drive. Northwest on Lookout Drive, transforming into Lilac Terrace until Stadium Way. North on Stadium Way until the intersection with Vin Scully Avenue. Then along an imaginary line until the northwest apex of White Knoll Drive and then along the property line between Marview Avenue and Everett PL/Everett Street until the back of the residence located 908-912 Everett Street and then on Everett Street until Sunset Boulevard. Sunset Boulevard Northwest to Glendale Boulevard; Glendale Boulevard North to Scott Avenue; Scott Avenue East to Echo Park Avenue; Echo Park Avenue North to Morton Avenue; Morton Avenue Northeast to Morton Place; Morton Place; Morton Place

East/Academy Road to Stadium Way; Stadium Way North to the Golden State Freeway (5).

- C. District 3 shall include the boundaries starting on the intersection of the north side of the Hollywood Freeway (101) and Coronado Terrace. North on Coronado Terrace until Kent Street. East on Kent Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Marathon Street. West on Marathon Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Scott Avenue. West on Scott Avenue until the property line between the Mayberry Street Elementary and the residence located 2513 Scott Avenue. North along this property line until Mayberry Street. East on Mayberry Street until Coronado Street until Berkeley Avenue. East on Berkeley Avenue to the property line between N Coronado Street and Waterloo Street to Effie Street. East until the intersection of Effie Street and W Effie Street and North along the property line starting between the residences located 2413 W Effie Street and 1700 N Apex Avenue until the northwest Apex of Clifford Street, East on Clifford Street until Glendale Boulevard; Glendale Boulevard South to the Hollywood Freeway (101) and finally northwest along the Hollywood Freeway (101) until Coronado Terrace.
- D. District 4 shall include the boundaries starting at Glendale Boulevard and Sunset Boulevard; Glendale Boulevard South to the Hollywood Freeway (101); Southeast on the Hollywood Freeway (101) to the Harbor Freeway (110); the Harbor Freeway (110) North to Sunset Boulevard; Sunset Boulevard Northwest to Glendale Boulevard.
- E. District 5 shall include the boundaries starting from the intersection of the Hollywood Freeway (101) and N Benton Way. East on the Hollywood Freeway (101) to Glendale Boulevard. South on Glendale Boulevard until Beverly Boulevard. Northwest on Beverly Boulevard until S Carondelet Street. South on S Carondelet Street to 3rd Street. West on 3rd Street until S Benton Way. North on S Benton way to the Hollywood Freeway (101)
- F. District 6 shall include the boundaries starting from the intersection of the Hollywood Freeway (101) and Glendale Boulevard. East on the Hollywood Freeway (101) until N Beaudry Avenue. South on N Beaudry Avenue until W 1st Street. West on W 1st Street/Beverly Boulevard until Glendale Boulevard. North on Glendale Boulevard until the Hollywood Freeway (101).

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 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.

A community interest stakeholder shall include those affirm a substantial and ongoing participation within the EPNC boundaries which may include whole or partial ownership of a business, attending school, or being the immediate family member/parent/guardian of a minor attending school, as well as volunteering at a community based organization or non-profit, or regularly participating in a religious organization.

ARTICLE V GOVERNING BOARD

Section 1: Composition

The number of Stakeholders comprising the Board of Governors (“Board”) shall be twenty-one (21), two from each of the six districts and nine At-large seats. The Board seats are:

- A. District 1 Representative – Two (2) seats
- B. District 2 Representative – Two (2) seats
- C. District 3 Representative – Two (2) seats
- D. District 4 Representative – Two (2) seats
- E. District 5 Representative – Two (2) seats
- F. District 6 Representative – Two (2) seats
- G. At-large Representative – Nine (9) seats

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

Section 2: Quorum

All meetings of the Board shall require eleven (11) Board members in attendance to establish a quorum.

Section 3: Official Actions

A vote on any matter on the Board agenda cannot be made unless there is a quorum. There shall be no proxy voting. Unless otherwise specified in these bylaws or the standing rules, a majority vote by the board members present and voting, not including abstentions, shall be the minimum required to take any action, approve any motion or resolution, or otherwise act on an item of business on behalf of EPNC. The Secretary, or the Chair’s designee, shall tabulate the votes on all action items and convey that information to the Chair at the meeting.

Section 4: Terms and Term Limits

District Representatives and At Large representatives will each serve four (4) year terms. For the election following the adoption of these bylaws (2018 or 2019), the five At Large candidates that receive the most votes will be elected to four year terms (At Large #1-5). The remaining four At Large representatives will be elected to two year terms (At Large #6-9). Further, each candidate that runs for District Representative that receives the most votes in his/her district will be elected to a four year term. The candidate who receives the second most votes in that district will be elected to a two year term (each district has two representatives). This is to ensure a staggered election cycle;

representative terms will all be four years in subsequent elections. If a board member vacates a term, their replacement will serve the remainder of the term vacated. There are no term limits.

Section 5: Duties and Powers

The primary duties of the Board shall be to govern the EPNC and to carry out its objectives. Every Board member is required to actively serve on at least one standing committee or ad hoc committee as long as they are a sitting member of the EPNC board. 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 Board position previously adopted by the Board or a statement that the Board has had insufficient time to develop a position or recommendation on a matter before that body. Executive Committee members have standing authority to make such statements without a specific vote by the Board. Such authority may be revoked at any time by the Board.

Section 6: Vacancies

In the event of a Vacancy, the Board shall select or appoint a Stakeholder by a majority vote of the Board, to serve for the remainder of the term. Vacancies must be filled by a Stakeholder that qualifies to serve for the vacant seat.

Board Fills Vacancies

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board, and present documentation of stakeholder status in accordance with attachment B.
- 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 seat have been submitted, the candidate with the most votes wins.
- D. The candidate who wins shall fill the remaining term of the Board seat.
- E. The selection process shall be held in a democratic way.

Section 7: Absences

Absences will be recorded in the Board meeting's minutes and in the attendance log.

There are no excused absences from Board of Governors meetings. Three consecutive absences from regular meetings, four absences from regular Board meetings in the course of any 12 month period, or five absences from any Board meetings in the course of any 12 month period will constitute grounds for administrative removal from the Board.

Any meeting of the Board of Governors scheduled and noticed as per the Brown Act shall constitute a meeting for the purpose of determining Board Member attendance. However, committee meetings jointly noticed as Board of Governors meetings where the purpose is to have a committee meeting shall not count as Board meetings for purposes of this section. Regular meetings are those regularly scheduled meetings of the Board as set forth in the Bylaws or Standing Rules.

Being more than 20 minutes late to a meeting counts as an absence. Departing more than 20 minutes prior to the agendaized adjournment time of the meeting counts as an absence. The time allotted in the agenda for meeting start time and adjournment is the deciding factor in determining a late arrival or early departure. At meetings with allotted time or extending beyond 3 hours (180 minutes) an absence will be recorded for any board member not present for 2 1/2 hours (150 minutes).

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 regular or special Council Board meeting. Censures shall be placed on the agenda for discussion and action, with prior consultation and advice from the City Attorney's Office. A Board or committee member may be officially reprimanded or censured for violating the EPNC Code of Conduct, mishandling EPNC business or failing to regularly contribute to the substantial work of the EPNC. A Motion to Censure a Board member requires a two-thirds (2/3) majority vote of members present and voting.

A motion to censure a board member may be brought up as Future Agenda items at a regular or special Board meeting. Whether or not it was presented at a prior meeting, a motion to censure shall be sent in writing to the Chair, CIO and Secretary no less than 14 days prior to the next regular meeting. The censure must be included on the next regular or special meeting agenda.

Section 9: Removal

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 and for the following reasons:

- a. Petition by stakeholders (recall);
- b. Petition by Board members;
- c. Administrative removal requires no petition and will be placed on the agenda for:
 1. Absences in accordance with Article V, Section 7;
 2. Failure to complete Ethics Training within 120 days of becoming a Board member, or within the requirements of the City of Los Angeles and the Department, or as specified within the Bylaws;
 3. Failure to actively serve on at least one committee for a period of more than three months;
 4. Failing to sign the code of conduct within the period specified by the Department or as specified within these Bylaws;
 5. Being censured twice within a two year period by the Board;
 6. When a Board member loses stakeholder status (see Article V, Section 10 Resignations).

A. Petition by Stakeholders

A Board member may be removed from office by the submission of a written petition to the CIO and 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 50 Stakeholders.

1. Upon receipt of a written petition for removal, the Chair and Chief Information Officer shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.
2. Removal of the identified Board member requires a majority vote of the Board members present and voting.
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 shall consult with the Office of the City Attorney before taking any action.

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, violation of the Operating Procedures, or violation of the Code of Conduct. A Board Member's submission to the Board must consist of a petition for removal 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) A written second by another Board member.
1. The petition shall be delivered simultaneously to all Board Members and the matter shall be placed on the agenda and scheduled for a vote at the next regular Board Meeting. The presentation of the petition may occur as a motion, with a second, during future agenda items at a regular meeting. The petition must be presented in writing via email to the CIO and Secretary no less than 14 days prior to the next regular meeting and the CIO and Secretary shall forward this to all of the Board members no less than 10 days prior to the next regular meeting.
 2. Removal of the identified Board member requires a two-thirds (2/3) majority of Board members present and voting.
 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 for removal, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause. The Board shall consult with the Office of the City Attorney before taking any action.

C. Administrative Removal

Administrative removal for the any of the conditions listed in 9.c.1-6 above will be placed on the agenda and heard at the next Board meeting. The member subject to removal shall be notified in writing of the pending removal at least one week before the next board meeting and have the opportunity to provide documentation that contradicts the grounds for removal in advance or at the meeting and as provided in the standing rules.

The Chair, or whoever sets the agenda per Article VIII, § 2, shall place the removal of the subject Board member and the grounds for removal on the agenda. At the meeting the Board shall confirm the validity of the records, or absence of records, that reflect the condition for removal by a majority vote of those present and voting.

The removal is effective immediately upon confirmation of the condition by the Board.

Administrative removal does not require a petition.

Section 10: Resignation – If a Board member resigns, the resignation will be submitted in writing and the office will be filled in accordance with Article 5, Section 6 Vacancies. Any Board member that loses their stakeholder status is required to submit their resignation to the CIO, Secretary and Chair of the EPNC immediately. Failure to submit a written resignation will result in a review by the Board of Governors at the next regular meeting to confirm the loss of stakeholder status.

Section 11: Community Outreach - The Board 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

Seven (7) Board members shall be selected as Officers. These officers also serve as District Representatives or as At Large Representatives.

The officers are:

- A. Chair
- B. Vice Chair
- C. Treasurer
- D. Chief Information Officer (CIO)/Second Vice Chair
- E. Secretary
- F. Vice Treasurer
- G. Second Signatory

The Officers of the Board of Governors are selected by the Board of Governors by majority vote of those present and voting, or as prescribed in the Standing Rules.

The Officers of EPNC, excepting the Vice Treasurer and Second Signatory, constitute the membership of the Executive Committee of EPNC.

Any member of the Executive Committee is authorized to sign any documents issued by EPNC through Board action to public, private, or other agencies on behalf of the Board.

Section 2: Duties and Powers

A. Chair

The Chair shall act as a facilitator of the Board of Governors and its interactions with the community.

The Chair shall be responsible for the orderly conduct of EPNC meetings and ensure that any such meetings are held in a fair and democratic forum. The Chair is encouraged to vote last, and abstain from voting except to break a tie or prevent inaction, or at the Chair's discretion when there is a unanimous vote. The Chair shall be responsible to bring all required documents to every Board of Governors meeting. The Chair shall also serve as the Chair of the Executive Committee, and be a full voting member of that body. The Chair is authorized to write and post an agenda on behalf of the Board of Governors. The Chair shall appoint committee chairs.

B. Vice Chair

The Vice Chair shall serve in a supportive role to the Chair and shall be the first alternate to the Chair with respect to certain matters that the Chair may be unable to address. The Vice Chair will assist the committees, oversee their tasks, and coordinate their efforts.

The Vice Chair is responsible for the flow of information and coordination with other Neighborhood Councils. The Vice Chair shall also serve as the Vice Chair of the Executive Committee, and be a full voting member of that body. The Vice Chair is authorized to write and post an agenda on behalf of the Board of Governors if the Chair is unable to do so.

C. Chief Information Officer/Second Vice Chair

The CIO is responsible for managing the flow of information into or out of EPNC to fulfill its mission. The CIO shall provide the public with proper access to appropriate EPNC information, and where necessary, provide for the secure data transfer of EPNC files. The CIO is responsible for maintaining the EPNC web site and social media presence. In addition, the CIO is responsible for coordinating with the City to ensure the best use of the Early Notification System (ENS) Community Impact Statements (CIS) and any other systems of public and private agencies that may affect the quality of life in the EPNC neighborhoods. The CIO shall oversee the storage of permanent records of EPNC. The CIO shall be responsible for providing records of the EPNC to stakeholders upon request. The CIO shall also serve on the Executive Committee, and be a full voting member of that body. The CIO/Second Vice-Chair is authorized to write and post an agenda on behalf of the Board of Governors if the Chair, Vice-Chair and Executive Committee are unable to do so.

D. Treasurer.

The Treasurer shall Chair the Budget and Finance Committee. The Treasurer shall oversee the finances of the EPNC to assure compliance with all the Department and Los Angeles City requirements. The Treasurer shall review all funding request documents for accuracy prior Board of Governors consideration and submission to the Department. The Treasurer shall receive and disburse EPNC funds; give financial accountings at each regular meeting; prepare a monthly reconciliation for each EPNC account; submit annual accounting statements to the Department by appropriate deadlines; prepare annual budgets; be responsible for changes to the annual budgets. The Treasurer shall also serve on the Executive Committee, and be a full voting member of that body.

E. Secretary

The Secretary shall fulfill all correspondence duties not allocated to other officers, including but not limited to communicating with City Officials, Departments and Stakeholders. The Secretary shall be responsible to compile all documents, including draft motions, in preparation for the Board of Governors meeting. The Secretary shall be responsible for compiling the records of the EPNC and providing them to the CIO for permanent storage. The Secretary shall be responsible for the minutes of the Board of Governors meetings. The Secretary shall take attendance records at each meeting and keep an ongoing attendance log. The Secretary shall tabulate vote counts at the Board of Governors meetings.

The Secretary shall serve as a full voting member on the Executive Committee.

F. Vice Treasurer

The Vice Treasurer shall take all City of Los Angeles required funding trainings required of the Treasurer. The Vice Treasurer shall serve in a supportive role to and assist the Treasurer in their duties. The Vice Treasurer shall fulfill the duties of the Treasurer if the Treasurer is unable to do so. The Vice Treasurer shall serve on the Budget and Finance Committee. The Vice Treasurer is not a member of the Executive Committee.

G. Second Signatory

Second Signatory shall act as a signer in financial matters when the Treasurer or Vice Treasurer is unable and also when additional review of financial documents is required.

Second Signatory shall serve on the Budget and Finance Committee. Second Signatory is not a member of the Executive Committee. Second Signatory duty may be filled by another Officer of the EPNC, except the Treasurer and Vice Treasurer.

Section 3: Selection of Officers

Officer positions are selected at the first opportunity after an election during a meeting of the Board of Governors. This action is among the first orders of business following any election. The officers will be selected by majority vote of Board of Governors members present and voting.

An Officer candidate may be nominated by a Board member, stakeholder, or may nominate themselves at the meeting in which the selection will take place.

If more than two candidates present for one position, the Board shall undertake a process of elimination to narrow the eligible candidates to two, and then a majority vote of members present

and voting will decide on the seat. This process of elimination may be further delineated in the Standing Rules for EPNC. The candidates may vote in this process.

Only sitting Board members are eligible to fill Officer Positions. Board members are ineligible to fill officer positions if they are being considered for censure or removal.

A member that has expressed interest in an Officer position in writing or email need not be present to win the seat.

Only Board members that have completed all necessary trainings, including ethics and/or budget trainings, and completed the code of conduct, or are within the grace period to do so as defined by the Department, are eligible to fill Officer positions.

Section 4:

A. Officer Terms

Officers selected by the Board will serve at the pleasure of the Board, and for one year terms. The term will be defined as one calendar year from the most recent past NC election in the district; the second term shall expire on the day of the new election approximately two years later.

B. Officer Removal

A petition to remove a member from their position as an officer must be made by a Board member in writing 14 days prior to a regular meeting and delivered to the Chair, CIO, Secretary, and the Department representative. If such a petition is timely delivered, the item shall be placed on the agenda of the next regular or special Board meeting.

Officer positions may be revoked by two thirds (2/3) vote of Board members present and voting at a regular or special Board of Governors meeting. If the officer is removed, the officer position shall be filled at the next regular Board meeting.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing

A. Executive Committee: The Executive Committee shall consist of the five (5) eligible Officers of the Board. Three (3) members shall constitute a quorum. The Chair of the Board, or their designee, shall serve as Chair of the Executive Committee. Executive Committee meetings shall be noticed and held in compliance with the Ralph M Brown Open Meetings Act.

B. Budget and Finance Committee. The Budget and Finance Committee will primarily work with the City of Los Angeles to establish neighborhood spending priorities and process. The Budget and Finance Committee will oversee the District Budget Outreach process and prepare the annual EPNC Budget for review and approval by the Board of Governors in a timely way as defined in the Standing Rules. The annual EPNC Budget shall be submitted to the Department in a timely way as defined in the Standing Rules. The committee will assist the Treasurer with accounting and bookkeeping. The Treasurer shall

serve as Chair. The committee shall also establish Budget and Finance Committee Rules as part of the Standing Committee Rules.

- C. **Planning and Land Use Committee.** The Planning and Land Use Committee (PLUC) shall provide a public forum, take input on, review applications and make recommendations to the Board of Governors regarding applications for specific building projects and conditional use permits. Further, PLUC shall advise the Board of Governors on ordinances, policies and long term planning affecting the community, including but not limited to an updated Community Plan, comprehensive revisions to the zoning code (re:code LA) and DBS permit guidelines.

Section 2: Ad Hoc

The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad Hoc Committees may be defined further in the Standing Rules.

Section 3: Committee Creation and Authorization

The role of committees is to make recommendations to the Board of Governors.

- A. **Committee Authority** – Committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – With the exception of the Executive Committee, and Budget and Finance Committee, Committee members shall be appointed by the Chair of the Committee. Standing and Ad Hoc Committees shall be comprised of at least two (2) Board members and may include interested Stakeholders. No more than five (5) Board members may sit on any Committee at one time.
- C. **Committee Appointment** – All Committee Chairs shall be appointed by the Chair and confirmed by the Board. The Chair may appoint interim Committee Chairs who can act Chair of a committee until the next Board meeting where they can be confirmed. The Chairs of the committees 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, with the exception of the Executive Committee and the Budget and Finance Committee.
- F. **Changes to Committee membership** – Committee chairs may remove members of their committee on a pro tem basis. Any changes in the committee membership after its initial formation must be confirmed by Board majority vote of those present and voting. The Board of Governors may act to change Ad Hoc committee membership, including the Chair of an Ad Hoc Committee, if a change is moved by an Officer of the Board of Governors and confirmed by majority vote of the Board of Governors.

- G. Committee Chair responsibilities** – Committee Chairs are responsible for creating the agendas and for proper notifications and postings in accordance with the Brown Act and the EPNC Bylaws and Standing Rules. Committee Chairs are also responsible for making all meeting arrangements, including providing copies and reserving space for meetings.

ARTICLE VIII MEETINGS

All meetings of the EPNC Board and its committees shall be noticed and conducted in accordance with the Ralph M. Brown Act and any additional ordinances concerning open meetings promulgated by the City of Los Angeles.

Section 1: Meeting Time and Place

At a minimum, regular meetings of the Board shall be held quarterly on the fourth (4th) Tuesday of the month or at such other time and place set forth in its Standing Rules.

Section 2: Agenda Setting

The Chair sets the agenda for the monthly regular meeting of the Board of Governors. This agenda must be circulated as a draft agenda to the Board of Governors seven full days in advance of the meeting date. This agenda must be posted in accordance with the Brown Act at least seventy two hours prior to the Board of Governors meeting. The Chair also sets the agenda as necessary for Special Meetings of the Board of Governors.

If the Chair is unable to set the agenda, the Vice Chair is authorized to set the agenda; if the Vice Chair is unable to do so, the CIO is authorized to set the agenda; if the CIO is unable to set the agenda, the Secretary is authorized to set the agenda; if the Secretary is unable to do so, the Treasurer is authorized to set the agenda.

Any Officer may call a meeting of the Executive Committee to resolve conflicting agendas or amend an agenda. All changes, conflicts and amendments shall be resolved by a majority vote of those present and voting on the EC. Any item passed unanimously by two committees must be included on the Board of Governors agenda for the next regular Board of Governors meeting.

If there are multiple agendas that have been posted prior to a Board of Governors meeting, the first order of business shall be a Board of Governors vote to determine the orders of the day.

Section 3: Notifications/Postings

Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. Notification of all meetings shall include, at a minimum, one (1) posting primary location within the Neighborhood Council boundaries, NCSupport@lacity.org, and on the EPNC website. If the agenda is not posted on the EPNC website, then the agenda will be posted in four additional physical locations as set forth in the standing rules. Agendas shall also be emailed to a Stakeholder database, if any. When available, minutes of previous meetings shall be posted with meeting notices on the website, if any, and as specified in the Standing Rules. The EPNC shall comply with their posting policy.

Section 4: Reconsideration – The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: first make a motion for reconsideration and, if approved, shall hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for the meeting: (i) a motion for reconsideration on the described matter and (ii) a proposed action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Chair identifying the matter to be reconsidered and a description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act. The basis and procedure for reconsideration may be further clarified in the standing rules.

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 Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of EPNC’s accounts.
- E. At least once each quarter, the Chair and at least one (1) other individual designated as the second signatory separate from the Treasurer, who is designated by the Board, shall examine EPNC’s accounts and attest to their accuracy before submitting the documentation to the Department for further review. If the Chair is serving as the second signatory, the Vice Chair shall perform the examination.
- F. EPNC will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election

The EPNC'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 Article IV, Article V, Section 1: Composition, Section 4 of this Article and Attachment B.

Section 3: Minimum Voting Age

All Stakeholders aged sixteen (16) and above shall be entitled to vote in the EPNC elections.

Section 4: Method of Verifying Stakeholder Status

Stakeholders shall verify their status by documentation pursuant to the guidelines established by the governing City body.

Voters may verify their Stakeholder status through written self-affirmation. Stakeholders that use self-affirmation may not vote for District Representatives and may only vote for At Large Candidates. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood (as defined in Article IV) and providing the documents to support that declaration pursuant to the guidelines established by the appropriate City officials. Voters may claim a stake in only one District within the EPNC boundaries. If multiple valid claims are present, the Voter must decide which district they will cast their vote in. Eligible District Voters may vote for all at large seats and representatives from the District in which they have a stake.

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**

EPNC shall establish a grievance procedure that is set forth in its Standing Rules. This procedure shall be consistent with any rules and regulations established by the City of Los Angeles for the citywide system of Neighborhood Councils. The grievance process and procedures are not intended to resolve disagreement or disputes involving legitimate decisions or actions of the EPNC Board, but rather is intended to provide a process by which community Stakeholders can express their concerns about decisions or actions taken by the Board that do not comport with their own Bylaws, rules or regulations and laws that apply to EPNC. The grievances will be resolved by a panel or committee as established by the Standing Rules and will become final when a written memorandum of decision is sent to the grievant. The determination in the memorandum is final unless preempted by another City mandated grievance procedure.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

When EPNC Standing Rules do not pertain, *Robert's Rule of Order Revised* shall be the parliamentary guide. The Board members are encouraged to become familiar with Robert's Rules of Order to further expedite community business. The Board is encouraged and authorized to select an individual stakeholder or Board member to act as Parliamentarian and advise the Board on matters of Parliamentary process. The Board shall make the Standing Rules. The Standing Rules shall take precedence over Robert's Rules of Order.

**ARTICLE XIII
AMENDMENTS**

Amendments, including changes, additions, or deletions to these Bylaws may be proposed by a Board member during the public comment or Future Agenda Items period of a regular meeting of the Board. Proposed amendments to these Bylaws must then be formalized in writing and delivered to the Chair, Vice Chair, CIO and Secretary no less than 14 days prior to the next regular meeting. If such a proposed amendment is timely delivered, it shall be placed on the agenda for public discussion at the next regular meeting. The Board may postpone action on the amendments; refer them to committee for further review and discussion; convene a special meeting to deal with the items; or may take action on the amendments at the meeting per the agenda. Any action taken on any proposed Bylaws Amendments shall require a majority plus one vote of those present and voting.

Board action resulting in a recommendation to amend the Bylaws must be followed by an application for Bylaw Amendment being submitted to the Department by the Chair, or the Chair's designee. This application shall be submitted within 14 day of the Board action.

ARTICLE XIV COMPLIANCE

EPNC, 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 Conduct

EPNC, its representatives, and all Stakeholders shall conduct all EPNC business in a professional and respectful manner. Each and every Board member shall abide by the Code of Conduct as established by EPNC in its Standing Rules. Violations of the Code of Conduct during any EPNC meeting may be used as a basis for removal of Stakeholders from such meeting and the lack of recognition of Board members at meetings. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy. All EPNC Board members shall abide by the Stakeholder Bill of Rights as provided by the EPNC.

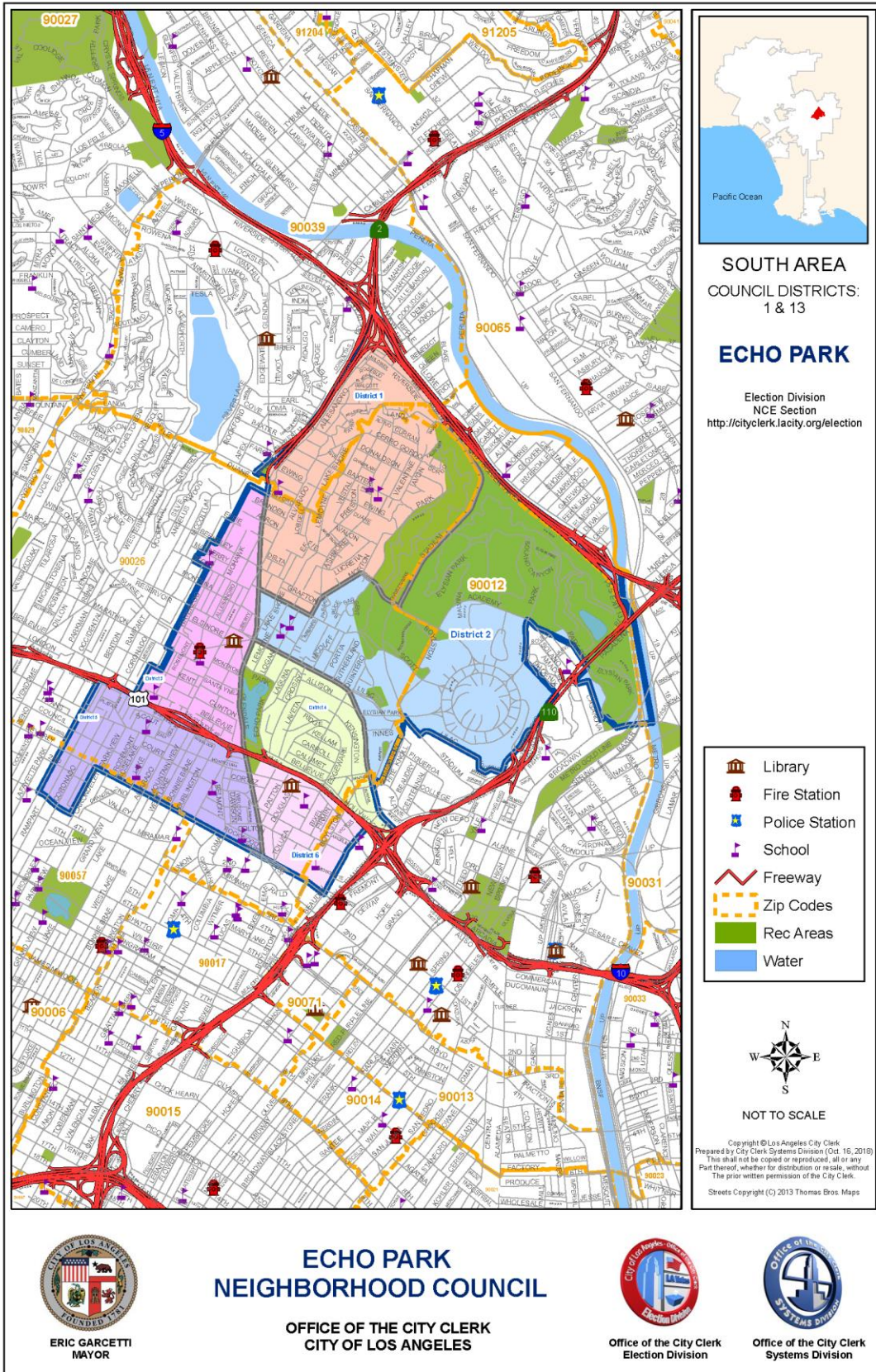
Section 2: Training

All Board members shall complete the following: the City of Los Angeles Ethics training; sign and submit the EPNC code of conduct; the Department Budget and Finance training; any other trainings and/or certifications required by the Department or the City of Los Angeles. All of the requirements must be fulfilled within 120 days of being seated as a Board member. (Board members selected to fill vacancies are required to complete all of the above within 90 days of being selected.) Failure to complete these requirements will result in automatic removal from the Board in accordance with Article V, section 9. In accordance with the Department regulations, Board members that have not completed their Ethics and funding training are prohibited from making motions or voting on funding related matters.

Section 3: Self-Assessment

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

ATTACHMENT A – Map of Echo Park Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting
Echo Park Neighborhood Council - 21 Board Seats**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR	ELIGIBILITY TO VOTE FOR THE SEAT
At Large Representative Term: 4 Years	9	Elected	Any Stakeholder (See Article IV) who is at least 18 years of age at the time of the election.	Any Stakeholder (See Article IV) who is at least 16 years of age at the time of the election.
District 1 Representatives Term: 4 Years	2	Elected	Stakeholders in District 1 (See Article IV) who are at least 18 years of age.	Stakeholders in District 1 (See Article IV) who are at least 16 years of age.
District 2 Representatives Term: 4 Years	2	Elected	Stakeholders in District 2 (See Article IV) who are at least 18 years of age.	Stakeholders in District 2 (See Article IV) who are at least 16 years of age.
District 3 Representatives Term: 4 Years	2	Elected	Stakeholders in District 3 (See Article IV) who are at least 18 years of age.	Stakeholders in District 3 (See Article IV) who are at least 16 years of age.
District 4 Representatives Term: 4 Years	2	Elected	Stakeholders in District 4 (See Article IV) who are at least 18 years of age.	Stakeholders in District 4 (See Article IV) who are at least 16 years of age.
District 5 Representatives Term: 4 Years	2	Elected	Stakeholders in District 5 (See Article IV) who are at least 18 years of age.	Stakeholders in District 5 (See Article IV) who are at least 16 years of age.
District 6 Representatives Term: 4 Years	2	Elected	Stakeholders in District 6 (See Article IV) who are at least 18 years of age.	Stakeholders in District 6 (See Article IV) who are at least 16 years of age.