



Paula Cracium, President Patrick Pope, Vice President
Eric Nam, Secretary Sean O'Rourke, Treasurer 1, Armando Nunez II, Treasurer 2
Becky Leveque, Susan Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee, Cheri Derohanian

PRNC Meeting

Wednesday, April 1, 2015
Porter Ranch Community School
Multipurpose Room
12450 Mason Avenue,
Porter Ranch, California
PRCS is located at the southeast corner of
Sesnon and Mason -The parking lot is accessible from Mason

6:00 pm – Presentation by Ralph M. Terrazas, Fire Chief of the Los Angeles Fire Department

7:00 pm (approximately) - Board Meeting

AGENDA

The public is requested to fill out a "Speaker Card" to address the Board on any item on the agenda prior to the Board taking action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments on other matters not appearing on the Agenda that are within the Board's subject matter jurisdiction will be heard during the Public Comment period. 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, and other auxiliary aids/or services may be provided upon request. If you require language translation services and to ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (818) 756-8523.

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 www.prnc.org 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 PRNC Secretary, Eric Nam at EricNam@PRNC.org.

Our posting location is at 11280 Corbin Avenue, Northridge, CA 91326 on a bulletin board facing Corbin Street that is available 24 hours a day.

PRNC **PORTER RANCH**
neighborhood council

Paula Cracium, President Patrick Pope, Vice President
Eric Nam, Secretary Sean O'Rourke, Treasurer 1, Armando Nunez II, Treasurer 2
Becky Leveque, Susan Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee, Cheri Derohanian

6:00 pm – Agenda

1. Welcome -- President, Paula Cracium ---
 - a. Reminder to sign in and that it is completely optional and not required for attendance
2. Roll Call – Secretary, Eric Nam
3. Presentation by Ralph M. Terrazas, Fire Chief of the Los Angeles Fire Department
4. Motion – Secretary, Eric Nam: Motion to approve March minutes
5. President's Comments and Updates - President, Paula Cracium
6. Community / Governmental Updates and Announcements
7. Treasurers' Report -- Treasurer 1, Sean O'Rourke
8. Motion – Treasurer 1, Sean O'Rourke: Motion to approve MER for March
9. Update - Ad Hoc Committee Chair, Becky Leveque –Update regarding striping of Tampa
10. Motion – Becky Leveque: Motion to approve up to \$600.00 to PRNC promotional pens
11. Motion – President, Paula Cracium: Motion to approve recommended bylaw changes. (See attachments.) All comments will have a 2 minute time limit.
12. Discussion – President, Paula Cracium: Discussion on Neighborhood Councils Administrative and 2016 Elections Procedures Stipulation Worksheet. (See attachments.) All comments will have a 2 minute time limit.
13. Motion - President, Paula Cracium: Motion to approve the Neighborhood Councils Administrative and 2016 Elections Procedures Stipulation Worksheet (See attachments.)
14. Public Comment
15. Future meetings
16. Motion to adjourn



Neighborhood Councils Administrative and 2016 Elections
Procedures Stipulation Worksheet

In the past year, a number of new policies and procedures have been implemented to improve the Neighborhood Council system. This worksheet provides information on the issues that affect your Neighborhood Council’s bylaws and elections and requests clarification from your board on the matters. **Please take Board action to confirm the information and to provide the additional information needed to update your bylaws and election procedures. The Board may choose to make changes to the checked items, which will supersede any conflicting bylaws language. We will then update the bylaws accordingly. The defaults shall take effect if the information on the worksheet is not provided to the Department of Neighborhood Empowerment (Department) by June 1, 2015.** Please email this completed form to: NCsupport@empowerla.org Contact the Neighborhood Council Support Helpline at (213) 978-1551 if you have any questions.

PORTER RANCH NEIGHBORHOOD COUNCIL

1. **Article V - Governing Board, Section 3: Official Actions** – Please clarify how your board takes official action and treats abstentions. This would not affect different voting requirements for other sections of the bylaws that required a different vote, e.g. 2/3 vote for bylaw amendments, board removal, etc.

- Simple majority vote by the board members present and voting, including abstentions, which act as a “yes” vote (**default**)
- Simple majority vote by the board members present and voting, not including abstentions
- Simple majority vote by the board members present, including abstentions, which act as a “yes” vote
- Simple majority vote by the board members present, not including abstentions

The Department recommends “present and voting, including abstentions, which act as a “yes” vote” for the board count because board members who are ineligible to vote on items because of age or training/Code of Conduct requirements would not be counted towards the total number of votes needed to take action, and abstentions would be treated in the same way City Council treats abstentions. Please see Neighborhood Council Voting Facts handout for more information on voting.

2. **Article VIII - Meetings, Section 3: Notifications/Postings** – The Board of Neighborhood Commissioners (Commission) passed a posting policy reducing posting locations from 5 to 1 location with 24 hour visibility if a Neighborhood Council has a website. If a Neighborhood Council doesn’t have a website, they must maintain 5 physical posting locations. Neighborhood Councils with websites may still choose to maintain their 5 or more physical posting locations.

Defaults – Neighborhood Councils with a website will default to 1 physical posting location. Neighborhood Councils without a website will default to 5 physical posting locations.

We have a website and will have 1 physical posting location at: _____

We have/ do not have a website and will maintain our 5 physical posting locations at:

1. 24 hour location – _____
2. _____
3. _____
4. _____
5. _____

If your Neighborhood Council posts to more than 5 locations, please use a separate sheet of paper to list the other locations.

3. **Article XI – Grievance Process** – The City Council passed CF 13-1689 establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of panelists. These panelists will review grievances and election challenges. Please submit your appointment:

Default is the President or Chair of the Neighborhood Council.

Name: _____ Board member Stakeholder

Email: _____ Phone: _____

Please note that any language in your grievance process in conflict with the new grievance ordinance will be removed.

4. **Article XIV – Compliance, Section 1: Code of Civility** - The Commission passed a Neighborhood Council Board Member Code of Conduct Policy, and the following language will be added to this section in addition to any other Neighborhood Council requirements. “Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.”

5. **Article XIV – Compliance, Section 2: Training** - The Department requires board members to take ethics and funding training **prior to voting** on funding related items. There is no grace period for board members to take these trainings. The following language will be added to this section in addition to any other Neighborhood Council requirements: “All board members must take ethics and funding training prior to making motions and voting on funding related matters.”

ARTICLE X - ELECTIONS

Online and Telephone Voting

Neighborhood Councils will have the opportunity to add online and telephone voting to their 2016 elections at no additional cost to increase the convenience of voting for their stakeholders via computer, tablet, smart phone or regular touch tone phone. We have funding for 50 Neighborhood Councils to participate in this opportunity for the 2016 elections. A physical polling location will still be available on the day of the election. There will be a follow up election stipulation worksheet sent to Neighborhood Councils after July 1, 2015 to lock down polling locations, translation and election timelines.

6. Your Neighborhood Council verifies its voters via SELF-AFFIRMATION and will automatically HAVE the online and telephone voting options added to your 2016 elections unless the board votes not to include online voting. Please select one:

- We want online voting with self-affirmation voter verification (**default**)
- We want online voting with documentation voter verification
- We want self-affirmation voter verification and no online voting
- We want documentation voter verification and no online voting

Note: With self-affirmation voter online and telephone voting, your voters will be asked to affirm their stakeholder type and voting address prior to voting online. With voter documentation online and telephone voting, your voters must still be verified with documentation by City trained personnel (homeless voters will have a special verification process) prior to receiving a security code to vote online.

7. **Telephone voting** requires a lot of work in creating and recording scripts. You may choose to eliminate the telephone voting option if you believe your community will not use it. The **default** will be to HAVE it if you have chosen online voting.

- We do not want telephone voting
- Not Applicable

8. **Vote-by-Mail** (for self-affirmation voters only) will be eliminated with online voting though we are exploring the possibility of having a voter request only vote-by-mail paper ballot for those Neighborhood Councils with online voting.

If your Neighborhood Council is choosing online voting, would you be interested in voter request only vote-by-mail paper ballots? Yes No (**default**) Not Applicable

9. Board Vote Structure

Please review Attachment B of your bylaws to see if your board voting structure is correct. Changes to the number of seats, except for an addition of a Community Interest At-Large seat, requires the board to fill out and submit a Bylaw Amendment Application **by May 1, 2015** for Commission review. Please select one:

- Maintain the current board voting structure (**default**)
 - Change the board voting structure to have the Community Interest stakeholder run and vote for one At-Large seat
 - Other: _____
-
-

10. Candidate Filing Requirements

During the 2016 Neighborhood Council Elections Town Halls, board members suggested that candidates have an understanding of the Neighborhood Council system and the elections process prior to filing. We are polling Neighborhood Councils for their feedback so please answer the following question:

Should Neighborhood Council candidates be required take a 5-10 minute video training (produced by the City) about the Neighborhood Council system and their responsibilities as a candidate during the election process prior to completing their registration? Yes No (**existing**)

11. Elected Board Members Seating Period

After the 2014 elections and during the 2016 Neighborhood Council Elections Town Halls, board members suggested that instead of the current staggering seating of newly elected board members, everyone is seated on July 1st. This was to minimize transition issues. Other board members stated that July 1st was too long, and they would end up with lame duck boards for several months. We are polling Neighborhood Councils for their feedback so please select one:

- Keep the current staggered seating of the board (**existing**)
- All board members should take office on July 1st.
- Board members should be seated together based on their region and election month, e.g. March elections will all seat together on May 1st, April elections will all seat together on June 1st, May elections will all seat together on July 1st.

DECLARATION

I, the person authorized by the above-named Neighborhood Council to execute this Administrative and 2016 Election Procedures Stipulation Worksheet, 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 information in this document and attachments was approved as an official action of the Board per the Neighborhood Council's bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document.

Date of Board Action: ____/____/____

Board Vote: ____ Yes ____ No ____ Abstentions

Signature: _____ Position: _____

Print Name: _____ Phone: _____

Email: _____

BYLAWS FOR THE
Porter Ranch Neighborhood Council

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BYLAWS FOR THE

Porter Ranch Neighborhood Council

**ARTICLE I
NAME**

The name of this Neighborhood Council shall be the Porter Ranch Neighborhood Council (PRNC), an officially recognized council hereby part of the Los Angeles citywide system of Neighborhood Councils.

**ARTICLE II
PURPOSE**

Section 1: The PURPOSE of the PRNC is to provide a forum for stakeholders to address issues related to their quality of life. PRNC shall serve as an advocate for issues of concern to our community. PRNC shall have such powers as granted by the Los Angeles City Charter.

Section 2: The MISSION of the PRNC is to provide an inclusive open forum for public discussion of issues and to advise the City of Los Angeles on issues concerning City governance, the needs of this neighborhood council, the delivery of City services, and on matters of citywide nature. Also to initiate, execute and support projects for the physical, social and cultural improvement of the Porter Ranch community.

Section 3: The POLICY of the PRNC shall be: To respect the dignity and expression of views of all individuals, groups and organizations involved in this neighborhood council.

- a. To remain non-partisan in regards to candidates and political party affiliation and inclusive in our operations including, but not limited to, the election process for the governing body and committee members.
- b. To encourage all Community Stakeholders to participate in activities of our Neighborhood Council.
- c. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income or political affiliation.
- d. To have fair, open and transparent procedures for the conduct of our Neighborhood Council business.
- e. To establish procedures for communicating with all Neighborhood Council Community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.
- f. To facilitate communication between the City of Los Angeles and Community Stakeholders on issues of concern to the community and/or Stakeholders.

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Porter Ranch Neighborhood Council

**ARTICLE III
BOUNDARIES**

Section 1: Boundary Description: The PRNC includes a geographic area with boundaries as follows:

The 118 Freeway to the south, the City Line to the west, the City Line to the north and Aliso Canyon to the east.

The boundaries of the PRNC are set forth in Attachment A – Map of the Porter Ranch Neighborhood Council.

Section 2: Internal Boundaries: Not applicable.

**ARTICLE IV
STAKEHOLDERS**

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. Members of the PRNC shall be referred to as “Community Stakeholders.”

**ARTICLE V
GOVERNING BOARD**

Section 1: Composition: There shall be eleven (11) PRNC members of the Board of Directors (Board). Ten (10) Board seats shall be “At-Large,” one (1) seat shall be “Open At Large”. Board seats shall be open to any and all stakeholders who are at least eighteen (18) years of age. All stakeholders are eligible for candidacy to the Board. No single stakeholder group shall comprise a majority on the Board, unless extenuating circumstances exist, and are approved by the Department.

Section 2: Quorum: Presence of six (6) Board members shall constitute a quorum.

Section 3: Official Actions: Official action is any action which results in Board approval or disapproval of any resolution, positions, or decisions with respect to items of interest, which will then become the official or representative voice on said item for the PRNC. For meetings where only six (6) Board members are present, official action may be taken if four (4) of the six (6) Board members pass a motion. Simple majority vote by the Board Members present and voting, not including abstentions.

Section 4: Terms and Term Limits: Board members shall serve a four (4)-year term. Members shall be elected during alternate even number years. The intent of the Board is to establish a staggered election system where approximately half of the Board is elected at each City conducted election.

BYLAWS FOR THE

Porter Ranch Neighborhood Council

Section 5: Duties and Powers: The primary duties of the Board will be to govern the PRNC and carry out its objectives.

Section 6: Vacancies: Any vacancy on the Board prior to the every two (2) year election shall be filled by the following procedure:

- A. Any Stakeholder interested in filling a vacant seat on the Board shall submit a written application to the Secretary.
- B. The Secretary shall then ensure that the matter is placed on the agenda for the next meeting of the Board.
- C. If only one (1) Stakeholder has made an application for a vacant seat, then a vote of the Board shall be taken and the applicant installed by a majority vote of the Board present. If more than one (1) Stakeholder has made an application for an empty seat, then a vote shall be taken by the Board. A majority vote of the Board members present shall fill the vacancy.

Section 7: Absences: A Board member shall be allowed no more than three (3) consecutive or a total of four (4) absences from General Board meetings for the previous twelve (12) month period. Absences from Emergency, Special, ad hoc and committee meetings are not included. Upon the fourth (4th) absence from a General Meeting the seat shall be declared vacated by the Board President. The seat shall then be filled by the procedure noted in Article V section 6. Notification of a Board member absence should be reported to the secretary prior to the general meeting so a quorum can be established.

Section 8: Censure: Censure of any Board member shall be at the discretion of the Board President and shall be restricted to notifying the recipient verbally of any misconduct and appropriate explanation of proper conduct expected. If of a serious nature, as defined by the Board President, the President may consult the whole Board for more serious solutions such as vacating the seat. If the President is being censured the Vice-President will assume all duties and responsibilities of the President.

Section 9: Removal: A Board member may be removed from office by submission of a written petition from any Board member or Stakeholder to the Board Secretary which includes: (1) identity of the Board member to be removed and (2) description, in detail, of the reason for removal (the reason for removal must be a substantive issue). If the President is being removed the Vice-President will assume all duties and responsibilities of the President.

- A. The President shall then have the matter placed on the agenda for a vote of the Board at the next Board meeting.
- B. The vote will require two-thirds (2/3) of the Board members present for removal of the identified Board member.
- C. The Board member who is the subject of the removal action will be allowed to speak to the Board, at

BYLAWS FOR THE
Porter Ranch Neighborhood Council

the meeting, prior to the vote, but shall not take part in the vote on this matter.

- D. If the vote for removal is affirmative then the position shall be determined vacant and Article V Section 6 shall be invoked.

Section 10: Resignation: If a Board member resigns or is no longer a Stakeholder, the position shall be determined vacant. That position shall be filled per Article V Section 6.

Section 11: Community Outreach: The Board shall direct that a system of outreach be instituted to find and obtain nominees for subsequent election to the Board. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth a reasonable effort to inform and give every Stakeholder desiring to participate on the Board an opportunity to become a Board member. To that end, prospective Board members shall be given notice at least sixty (60) days prior to any election, for purposes of soliciting Stakeholder support.

**ARTICLE VI
OFFICERS**

Section 1: Officers of the Board: The Executive Officers of the Board shall include positions entitled President, Vice-President, Secretary, Treasurer I and Treasurer II.

Section 2: Duties and Powers:

- A. The President shall preside at all meetings and direct all activities of the Board.
- B. The Vice President shall be in charge in place of the President if the President is unable to serve.
- C. The Treasurer I shall maintain the records of the PRNC's finances and book of accounts.
- D. The Treasurer II serves as the second signatory for all financial records and documents. The Treasurer II shall be in charge in place of Treasurer I if Treasurer I is unable to serve.
- E. The Secretary shall keep minutes of all Board and PRNC meetings. An Alternate Secretary to the PRNC may also be selected or appointed by the Board to serve in the absence of the primary Secretary of the Board or to take minutes at committee meetings, as needed. If the Alternate Secretary is not a member of the Board, he/she shall not have any rights as a Board member, including the right to vote.

Section 3: Selection of Officers: The Executive Board positions shall be filled by majority vote of the Board present at the first meeting following the election every two (2) years thereafter.

Section 4: Officer Terms: Officers shall serve two (2) year terms

BYLAWS FOR THE
Porter Ranch Neighborhood Council

**ARTICLE VII
COMMITTEES AND THEIR DUTIES**

Section 1: Standing: The Board shall establish standing Committees. All standing committees shall be chaired by a member of the Board selected by the President of the Board. The committees shall meet at least two (2) times per year at dates, times and places selected by the committee chair. Interested stakeholders shall be invited to participate in committees of their choice. Each committee's agenda and purpose shall be defined by the committee members in writing.

Section 2: Ad Hoc: Ad Hoc committees shall be established at the discretion of the Board President to address specific issues as needed. The chair and definition of each Ad Hoc committee shall be designated by the Board President as needed.

Section 3: Committee Creation and Authorization: The Board shall create a system for the election, selection, or appointment of Stakeholders to committees, sub-committees, and/or ad hoc committees, as the need arises.

**ARTICLE VIII
MEETINGS**

Section 1: Meeting Time and Place: All meetings, as defined by the Ralph M Brown Act, shall be noticed and conducted in accordance with the Act. Meetings of the Board shall be held at least once per month. The date and location for meetings may change from time to time but will be noticed on agendas pursuant to the Brown Act.

Section 2: Agenda Setting: The President of the Board will plan the agenda in full compliance with the Brown Act.

Section 3: Notifications/Postings: Notification/Postings of all meetings shall be posted on the a) Porter Ranch Neighborhood Council website (www.prtc.org) b) 1 community location voted on by the Board and c) Department website.

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: (1) Make a Motion for Reconsideration and, if approved, (2) 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 items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a (Proposed) Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member on the prevailing side of the action, must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

BYLAWS FOR THE
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**ARTICLE IX
FINANCES**

Section 1: PRNC Funds: The Treasurer of the PRNC shall oversee and be charged with the full custody and control of all PRNC funds and assets. All Signatories must be certified by the Department.

Section 2: Oversight: The Treasurer shall establish and oversee a system of bookkeeping and accounting for the PRNC that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing it. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all PRNC assets.

Section 3: Inspection: The Council's financial statements, books and accounts shall be open for inspection and copying by any member of the public upon a written request to the Board. The Board shall establish fair and open procedures to permit inspection within a reasonable time. Any copying of financial records will be performed by an established copy service and the charge for such a service will be billed to the person or entity requesting the copies.

Section 4: Treasurer's Report: The Treasurer(s) shall make a report to the Board on the PRNC's finances at every regular meeting of the Board.

Section 5: Financial Statement: The Treasurer(s) shall be responsible for preparing or coordinating the preparation of a financial statement for the Department pursuant to City rules.

**ARTICLE X
ELECTIONS**

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

Section 2: Governing Board Structure and Voting: The number of Board seats, the eligibility requirements for holding any specific Board seats, and which stakeholders may vote for the Board seats are noted in Attachment B. Each Stakeholder shall be entitled to one (1) vote for each open position on the Board.

Section 3: Minimum Voting Age: All stakeholders aged eighteen (18) and above shall be entitled to vote in the City conducted election.

Section 4: Method of Verifying Stakeholder Status: Voters will prove/verify stakeholder status for the PRNC elections. Voters must submit required documentation in accordance with the Departments Neighborhood Council Election Procedures. An acceptable document(s) must be presented at the time of the election proving

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stakeholder status prior to receiving a ballot.

Section 5: 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. Members of the PRNC shall be referred to as “Community Stakeholders.”

**ARTICLE XI
GRIEVANCE PROCESS**

Section 1: Overview: Any grievance by a stakeholder must be submitted in writing to the Secretary. The Secretary shall then refer the matter to an ad hoc grievance panel comprising three (3) Stakeholders who are randomly selected by the Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such grievance panel. The Secretary will coordinate a time and place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Section 2: The Panel's Report: Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the 'Brown Act'. At that meeting the Board by a majority vote of the members present shall decide to accept or reject the panel’s recommendations.

Section 3: Purpose: This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes. The Board’s failure to comply with Board Rules or PRNC Bylaws, or its failure to comply with the City’s Charter, local ordinances and/or State and Federal Law.

Section 4: Dispute Resolution: In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan for a Citywide System of Neighborhood Councils (Plan).

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

PRNC business shall be conducted in accordance with the Brown Act, any applicable local, state and federal law, neighborhood council Bylaws (if not in conflict with the above mentioned laws), then Robert’s rules of Order (if not in conflict with the above mentioned laws and Bylaws).

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**ARTICLE XIII
AMENDMENTS**

Section 1: the Process: A proposal to amend these bylaws must then be formalized in writing and submitted by the Board member or Stakeholder making the request to the Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be noticed on the agenda for public discussion and a vote at the next Board meeting. An amendment or adjustment to these Bylaws requires a two-thirds (2/3) vote of the Board present.

Section 2: Verification: Thereafter, and within fourteen (14) days after a vote recommending amendments or adjustment to the Bylaws, a Bylaw Amendment Application shall be submitted to the Department for review and approval. No amendment shall be valid, final, or effective until approved by the Department.

**ARTICLE XIV
COMPLIANCE**

Section 1: Code of Civility: The PRNC, its representatives, and all Stakeholders will refrain from violating Board Rules and shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (L.A.M.C. Section 49.5.1), and will abide by all applicable federal, state, and local laws. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

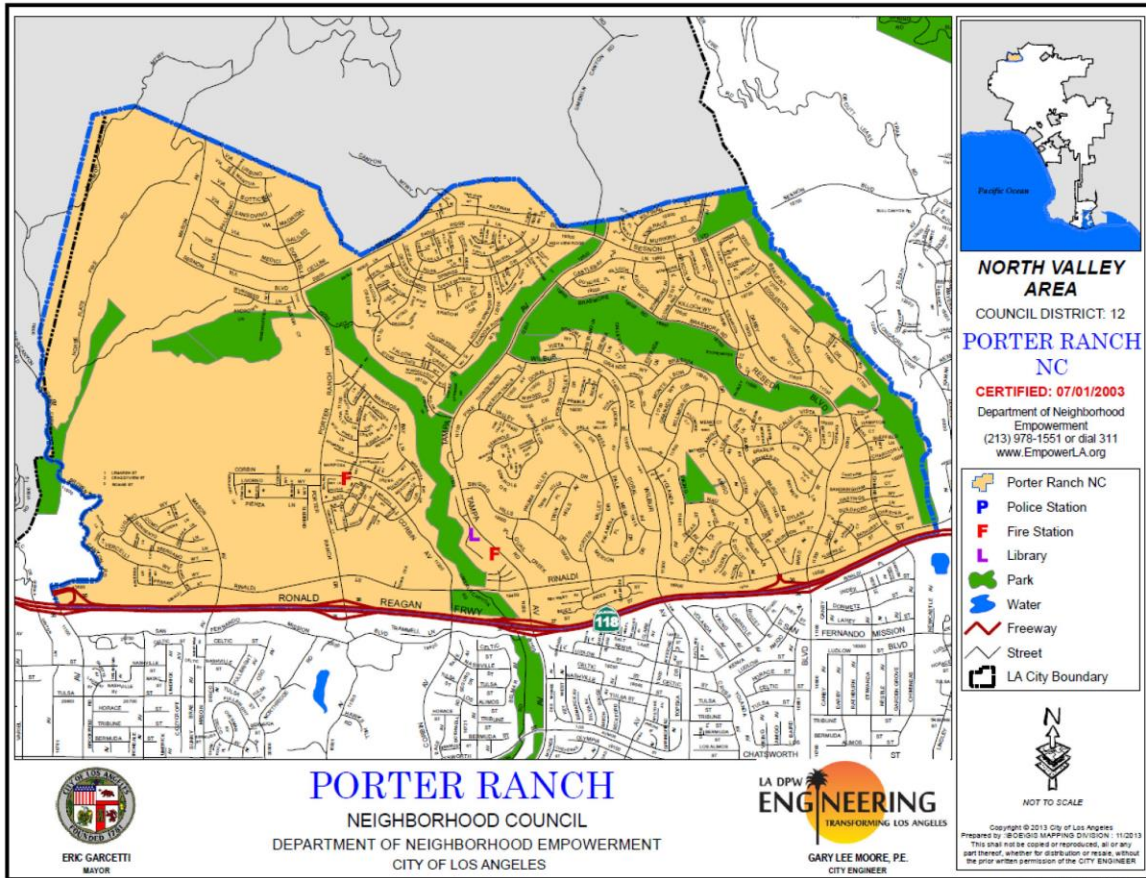
Section 2: Training: Attendance of a Department or City Ethics Commission financial disclosure/ethics training and treasurer training will be required of all Board members within ninety (90) days of assuming office. A board member cannot vote until they have been certified by the Department. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment: There shall be an annual meeting of the Board to assess the accomplishments of the previous year and to plan for and set goals of accomplishments for the forth coming year. Time and place will be planned by the President of the Board.

BYLAWS FOR THE

Porter Ranch Neighborhood Council

ATTACHMENT A – Map of Porter Ranch Neighborhood Council



BYLAWS FOR THE
Porter Ranch Neighborhood Council

ATTACHMENT B – Governing Board Structure and Voting
Porter Ranch Neighborhood Council – 11 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR	ELIGIBILITY TO VOTE FOR THE SEAT
At-Large Representatives Term: 4 Years	10	Elected	Stakeholders who live, work, or own property in the neighborhood who are 18 years or older.	Stakeholders who are 18 years or older.
Open At-Large Representatives Term: 4 Years	1	Elected	Stakeholders who are 18 years or older 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.	Stakeholders who are 18 years or older.