Motion for Board Consideration

PRNC Board Meeting
Feb. 12, 2020

Motion: Discussion and possible action to review proposed revisions to the PRNC By-Laws of August 1, 2018.

Proposed by: Issam Najm

Description: The attached proposed revisions to the PRNC by-laws are presented to the Board for discussion at this meeting. Also attached is the required Table of Content of all NC By-Laws per BONC Rules. The Table of Contents of the PRNC By-Laws must conform to the BONC requirements.

The objective is for the Rules and By-Laws committee to receive feedback from the Board on the various edits. The committee may then bring back a revised version at the March meeting for approval by the Board before the proposed revised by-laws may be submitted to the City for approval.

Benefits to PR: The PRNC by-laws are critical to the proper conduct of the Board.

Is this a Time-Sensitive Motion (Yes/No)? YES

If the answer is “Yes”, please explain: Proposed revisions need to be submitted to the City by April.
# PROPOSED MODIFICATIONS TO THE
# BYLAWS FOR THE
# Porter Ranch Neighborhood Council

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REVISION KEY:

Black text = Text of Existing By-Laws dated 08/01/2018 (e.g., “Porter Ranch”)
Underlined Blue Text = Proposed added text to the by-laws (e.g., “Porter Ranch”)
Red text with strikethrough = Proposed deleted text from the existing by-laws (e.g., “Porter Ranch”)
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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.
g. To advocate for, promote, and implement measures to improve the quality of life for all Community Stakeholders.

ARTICLE III
BOUNDARIES

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

**Northern Boundary:** City of Los Angeles boundary line from Browns Canyon Road in the west to the Northeast corner of Porter Ridge Park in the east.

**Eastern Boundary:** The Eastern side of Aliso Canyon Park from the Northeast corner of Porter Ridge Park to Hesperia Avenue. Hesperia Avenue to the 118 Freeway.

**Southern Boundary:** The North side of the 118 Freeway from the Eastern side of Aliso Canyon Park to the East side of De Soto Avenue.

**Western Boundary:** The East side of De Soto Avenue North of the 118 Freeway to Browns Canyon Road. East side of Browns Canyon Road North to the City of Los Angeles boundary line.

Aliso Canyon Park is a public area shared with the Granada Hills North Neighborhood Council. 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 an active participant in a qualified community organization such as, but not limited to, educational, non-profit and/or religious organizations. A qualified organization must have official recognition by at least one government agency. Members of the PRNC shall be referred to as “Community Stakeholders.”

All Board members must provide proof of stakeholder status each year to the Secretary of the Board, at least 30 calendar days prior to the date in which officer elections will be held, with up-to-date documentation, and must immediately notify the Board if their stakeholder status is invalidated, lapses, or changes. Failure to provide such information will result in censure of the Board member, and if no qualifying documentation is produced within 30 calendar days of the censure, the Board member will be removed from the Board. Such removed Board member may reapply for a vacant seat at any time, provided that proof of stakeholder status is
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submitted with the application.

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,” and 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 eligible to voting, not including abstentions.

Section 4: Terms: 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. Beginning with the Board seated in 2021, no Board member shall serve for more than two (2) consecutive terms, including partial terms. A past Board member may run for a seat on the Board and serve on the Board, if elected or selected by the Board to fill a vacant seat, only after having been off the Board for at least one full term.

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. The Board shall inform the community of the vacant Board seat and shall give Stakeholders no less than 30 calendar days from the announcement to submit applications for consideration.

B. Any Stakeholder interested in filling a vacant seat on the Board shall submit a written application to the Secretary by the prescribed deadline.

C. The Secretary shall then ensure that the matter is placed on the agenda for the next Board meeting after the submittal deadline of the Board.

D. 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 and eligible to vote, including abstentions. If the candidate does not receive a majority approval, then the Board shall re-
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advertise the open position per Article V Section 6(A) above and repeat the process. 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 and eligible to vote, including abstentions, is required to select the candidate to fill the vacancy. If no applicant receives said majority vote, then a second round of voting will be held for the two (2) applicants receiving the highest number of votes. If one of the two applicants received the same number of votes as a third applicant, then all three applicants shall move on to the second round of voting. This voting process will continue for a third and a fourth round. If no applicant is selected by the fourth round of voting, then the Board secretary will write the names of the remaining applicants on identical pieces of paper, put them in a bowl, and the President or her/his designee will blindly pick a paper from the bowl. The candidate whose name is on the selected paper will be invited to fill the vacancy.

Section 7: Absences: A Board member is deemed Absent from a specific meeting if he/she is present for less than 50% of that meeting duration from the time the meeting is called to order to the time it is adjourned. A Board seat shall be declared vacant by the Board President via written communication to the Board if a Board member commits one of the following:

(A) The Board member is absent from three (3) consecutive General Meetings
(B) The Board member is absent from four (4) General Meetings in any 12 consecutive months

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) months period. Absences from Emergency, Special Board meetings, or any 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 a new member in accordance with 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 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, the Board shall consult with the Office of the City Attorney. The PRNC has a strong commitment to the City of Los Angeles Code of Conduct Policy for Neighborhood Councils and expects all Board members to abide by it. The PRNC also expects all its members to abide by the City’s Code of Ethics and all applicable laws as advised by the City Attorney’s office. A substantive violation of the Code of Conduct, code of Ethics, or any applicable law is grounds for censure by the Board according to the following procedures:

A. A request for a censure hearing must be submitted to the Board President in writing by three Board members, with a copy to the City Attorney’s office. If the Board President is the target of the censure, then the hearing request must be submitted to the Board Vice-President with a copy to the City Attorney’s office. The request must contain the specific charge(s) on which the proposed censure is based and the written material(s) which are the basis for the charge(s).

B. The Board President, or Vice-President if the President is the subject of the censure request, shall consult with the City Attorney’s office to determine if the allegations rise to a level that justify a
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censure hearing by the Board. The final determination shall be made by the City Attorney’s office.

C. If the City Attorney determines that the allegations rise to a level deserving of consideration of a censure hearing by the Board, then the allegations shall be communicated to the entire Board in writing within five (5) business days of receipt of the determination by the City Attorney’s office.

D. The request and charge(s) shall be agendized in accordance with the Brown Act for the next general meeting of the Board, which shall be held within no less than 30 calendar days and no more than 60 calendar days of communication with the Board under C above. If no quorum is reached, the matter shall be re-agendized for the next general meeting of the Board.

E. At the censure hearing, the allegation(s) shall be read out in public. The member of the Board subject to the request shall then be given the opportunity to respond to the allegation(s) and may present the Board with material(s) and information relevant to the charge(s). The Board members may then ask questions of the proponents of the request and the subject of the request to obtain additional information.

F. The Board shall then take a vote on the matter, and the censure shall be adopted via a resolution if approved by the majority of the Board members present and eligible to vote, including abstentions.

Section 9: Removal: A Board member shall be automatically removed from office after receiving two censures within a single full Board term. Each of the two censures shall be conducted in accordance with Section 8 above. A Board member may be removed from office by submission of a written petition from any Board member 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 for the removal process.

The Board President 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).

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 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.
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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 utilize its electronic newsletter to reach out to the Community 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 thirty (630) 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, and Second Signer I and Treasurer II. No Board member may serve in more than one officer position with the exception that an officer may also serve as the Bank Cardholder. The PRNC may also elect to select an Alternate Signer.

Section 2:  Duties and Powers:

A.  The President shall preside at all board 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 implement the proper financial procedures as prescribed by the office of the City Clerk, and book of accounts.

D.  The Treasurer II Second Signer serves as the second signatory for all funding program financial records and documents. The Second Signer Treasurer II shall take on the role and responsibilities be in charge in place of the Treasurer I if the 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 and eligible to vote, including abstentions, at the first meeting following an the election of the Board every two (2) years thereafter.

Section 4:  Officer Terms:  Officers shall serve two (2) year terms
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ARTICLE VII
COMMITTEES AND THEIR DUTIES

Section 1: Standing: At the first meeting following a Board election, the Board shall vote on a list of Standing committees to be formed. 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 Committee Chair shall have the choice to appoint one Vice Chair and/or one secretary, each of whom could be another Board member or a stakeholder. 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 at the beginning of the Committee’s term. All standing committees shall be dissolved at the time of Executive Officer election as defined in Article VI, Section (3). A committee may have no more than three (3) Board members and an unlimited number of Stakeholders. A committee motion is deemed to pass if it receives a “YES” vote from the majority of the Board members serving on the committee and voting, including abstentions.

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. The term of the Ad Hoc committee shall be determined by the Board President, but may not extend past the next Board election unless it is re-established by the Board President selected after said election.

Section 3: Committee Creation and Authorization: Refer to Sections 1 and 2 above. 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 (“Brown Act”), shall be noticed and conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy. Meetings of the Board shall be held at least once per month, with the understanding that the Board may skip one monthly meeting in any 12 consecutive months. The date and location for meetings may change from time to time but will be noticed on agendas pursuant to the Brown Act and the Neighborhood Council Agenda Posting Policy.

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

Section 3: Notifications/Postings: Notification/Postings of all meetings shall be posted on the a) Porter Ranch Neighborhood Council website (www.prnc.org) b) one (1) community location voted on by the Board and c) Department of the City’s Early Notification System (ENS) 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.
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A Board member, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved by a Board vote, (2) the Board 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 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.

ARTICLE IX
FINANCES

Section 1: PRNC Funds: The PRNC receives a set annual budget from the City, which may change from year to year. The City sets the procedures by which the budget may be expended. The PRNC shall comply with all financial accountability requirements as specified by the City of Los Angeles and shall comply with all financial reporting requirements as prescribed by the City of Los Angeles, Department of Neighborhood Empowerment, and the office of the City Clerk.

Section 2: The Treasurer of the PRNC shall keep track of the PRNC budget, shall implement the City Clerk’s rules and procedures for maintaining the PRNC finances, and shall be the primary holder of the PRNC Bank card, and Second Signer shall be the second Bank card holder, oversee and be charged with the full custody and control of all PRNC funds and assets. All Signatories must be certified by the City Clerk Department.

Section 3: Roles & Responsibilities: The Treasurer shall have the following roles and responsibilities:

A. Stay up to date on the City’s rules and requirements for NC Treasurers
B. Lead the PRNC budgeting process at the start of each fiscal year
C. Keep track of the PRNC budget and provide monthly budget updates to the Board during the regular meetings
D. Submit all payment requests to the City Clerk’s office for PRNC expenditures
E. Take responsibility for all purchases made on the PRNC Bank card and ensure that all purchases are made in conformance with the City’s rules and procedures.

Section 32: Support 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 implementing the Treasurer’s roles and responsibilities. However, the Treasurer shall maintain the responsibility for the PRNC Bank card and its use, 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 4: The PRNC budget and monthly financial reports shall be made publicly available and shall be posted on the PRNC website for public access.

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 of Neighborhood Empowerment and the City Clerk’s Office. 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 by providing any documentation required by the City to confirm stakeholder status. Voters must submit required documentation in accordance with the City Departments Neighborhood Council Election Procedures applicable at the time. An acceptable document(s) must be presented at the time of the election proving stakeholder status prior to receiving a ballot.

Section 5: Restrictions on Candidates Running for Multiple Seats. None. 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
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and/or religious organizations. Members of the PRNC shall be referred to as “Community Stakeholders.”

Section 6: Other Election Related Language. None.

ARTICLE XI
GRIEVANCE PROCESS

Section 13: 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. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Section 21: Overview: Any grievance by a stakeholder must be submitted in writing to the PRNC Board Secretary. The Secretary shall then refer the matter to an ad hoc grievance panel comprising three (3) Board members Stakeholders who are randomly and anonymously 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 32: 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 and eligible to vote, including abstentions, shall decide to accept or reject the panel's recommendations.

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 these PRNC 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 Chair of the Rules and By-Laws committee. If the Rules and By-Laws committee is inactive, the request shall be submitted to the Board President. If the submitted amendment does not violate City Rules, 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 City Department for review and approval. No amendment shall be valid, final, or effective until approved by the City 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 City’s 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 thirty ninety (930) 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.
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ATTACHMENT A – Map of Porter Ranch Neighborhood Council
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ATTACHMENT B – Governing Board Structure and Voting
Porter Ranch Neighborhood Council – 11 Board Seats

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<th># OF SEATS</th>
<th>ELECTED OR APPOINTED?</th>
<th>ELIGIBILITY TO RUN FOR</th>
<th>ELIGIBILITY TO VOTE FOR THE SEAT</th>
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<td>At-Large Representatives</td>
<td>10</td>
<td>Elected</td>
<td>Stakeholders who live, work, or own property in the neighborhood who are 18 years or older.</td>
<td>Stakeholders who live, work, or own real property in the neighborhood and who are 18 years or older.</td>
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<tr>
<td>Term: 4 Years</td>
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</tr>
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<td>Open At-Large Representatives</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>Stakeholders who are 18 years or older.</td>
</tr>
<tr>
<td>Term: 4 Years</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

Bylaw Table of Contents

***

WHEREAS, Neighborhood Councils were required during the certification process to write and submit bylaws per Section 906 (a) Article IX of the City Charter and Article III of the Plan for a Citywide System of Neighborhood Councils;

WHEREAS, the failure to follow a uniform table of contents during the certification process and the subsequent amendment of Neighborhood Council bylaws has resulted in bylaws that include duplicate language, inconsistent language, or Neighborhood Councils have missed including bylaw provisions that would assist with their operations;

WHEREAS, the implementation of a uniform table of contents for the Citywide system of Neighborhood Councils would assist Neighborhood Councils in considering the relevant bylaw provisions that should be considered when creating bylaws and allow Neighborhood Councils to include bylaw provisions that will increase their effectiveness and ability to self govern;

WHEREAS, the implementation of a uniform table of contents for Neighborhood Councils would increase the efficiencies of the Department of Neighborhood Empowerment in working with Neighborhood Councils while still providing Neighborhood Councils the ability to account for their unique individual characteristics; and

WHEREAS Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners “shall be responsible for policy setting and policy oversight …and the promulgation of rules and regulations but not be responsible for day-to-day management.”

NOW, THEREFORE, IT BE RESOLVED that the Board of Neighborhood Commissioners (Commission) establishes a policy to set out the Bylaw Table of Contents.

***

POLICY NUMBER: 2010-03

1. The Commission hereby adopts and approves the "Bylaw Table of Contents" attached as Appendix "f" to this Resolution. The Bylaw Table of Contents shall be included and incorporated into the bylaws for each Neighborhood Council. Neighborhood Councils shall be required to amend their bylaws to conform to the order listed in the Bylaw Table of Contents.
2. Neighborhood Councils shall be required to incorporate the Bylaw Table of Contents into their bylaws through their amendment process within six (6) months from the date of the adoption of this resolution. For those Neighborhood Councils that fail to include the Bylaw Table of Contents within six (6) months, their bylaws shall be deemed amended to include the Bylaw Table of Contents and their existing bylaw provisions shall be re-ordered in compliance with the Bylaw Table of Content.

3. The Neighborhood Councils are encouraged to also critically review and discuss their bylaws language while implementing the Bylaw Table of Contents and to make any necessary language changes in order to increase the effectiveness of their bylaws. Bylaw provisions shall comply with the City Charter, Plan for a Citywide System of Neighborhood Councils and all Commission and Department policies.

This policy is effective immediately upon adoption.

Moved by: [Signature]
Member, Board of Neighborhood Commissioners

Seconded by: [Signature]
Member, Board of Neighborhood Commissioners

Witnessed by: [Signature]
Staff, Department of Neighborhood Empowerment

VOTES:
Ayes: 5
Nays: 0

DATE: 10/5/10
Appendix 1 - Bylaws Table of Contents

Article I  NAME

Article II  PURPOSE

Article III  BOUNDARIES

   Section 1: Boundary Description

   Section 2: Internal Boundaries

Article IV  STAKEHOLDER

Article V  GOVERNING BOARD

   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

   Section 1: Officers of the Board
Section 2: Duties and Powers

Section 3: Selection of Officers

Section 4: Officer Terms

Article VII COMMITTEES AND THEIR DUTIES

Section 1: Standing

Section 2: Ad Hoc

Section 3: Committee Creation and Authorization

Article VIII MEETINGS

Section 1: Meeting Time and Place

Section 2: Agenda Setting

Section 3: Notifications/Postings

Section 4: Reconsideration

Article IX FINANCES

Article X ELECTIONS

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
Article XII  PARLIAMENTARY AUTHORITY

Article XIII  AMENDMENTS

Article XIV  COMPLIANCE

Section 1: Code of Civility

Section 2: Training

Section 3: Self Assessment

ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting