

The Arleta Neighborhood Council Bylaws (ANC)

Mission Statement

The Arleta Neighborhood Council (ANC) shall be an active Council in identifying and prioritizing problems, concerns and needs within the Arleta community in order to improve the quality of life. The ANC will appraise and advise the Los Angeles City Government and City Departments of these concerns and provide recommendations / solutions / advice regarding all concerns and problems.

The Arleta Neighborhood Council

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Article I: NAME

Section 1. Name: The name of this Organization shall be the:

Arleta Neighborhood Council (ANC)

Section 2. Boundaries: The boundaries for the Arleta Neighborhood Council are:

North: Pacoima Wash between Woodman and Interstate 5

South: Roscoe Blvd. Between Woodman Ave. and the Tujunga Wash; the Tujunga Wash between Roscoe Blvd. and Laurel Canyon

East: Interstate 5 to Branford St., up to Laurel Canyon to the Tujunga Wash

West: Woodman between Roscoe and the Pacoima Wash

Article II PURPOSE

The purpose of the ARLETA NEIGHBORHOOD COUNCIL shall be:

A. To be the forum for the discussion of community issues and to engage all ANC stakeholders to collaborate and deliberate on matters affecting the community.

B. To be an advocate for the community to the City of Los Angeles and the City departments to improve and enhance our community.

C. To inform community residents of forthcoming projects.

D. To create a forum to enable any individual or group or organization to speak out on any issue on which the individual or group or organization wants to be heard.

Article III Membership

Section 1. Membership. Membership in the Arleta Neighborhood Council is open to all Community Stakeholders. A Community Stakeholder is defined as those who live, work or own property within the ANC boundaries and also to those who declare a stake in the neighborhood and affirm the factual basis for it.

Section 2. Non-discriminating. The ANC shall not discriminate against any

individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.

Article IV Meetings

The ANC will obey any and all sections of the State of California open meetings procedure that applies to Neighborhood Councils. The ANC will adopt fair and open procedures for the conduct of its business, and shall at all times act within accordance of the Ralph M. Brown Act.

The Board of Directors shall conduct the business of this organization. The decisions of the Board shall be considered the decisions of the ANC. Official Board action occurs when a quorum of Board members is present a majority of those present vote to pass motions.

The ANC will meet at least quarterly on an annual basis. However, additional meetings may be held as deemed necessary. Seventy-two hours prior to each meeting, notices will be posted at five (5) locations determined by the ANC. The Outreach Committee, newspapers and electronic media will be utilized to the extent allowed within fiscal capabilities.

At all meetings of the Council, voting shall be by voice or show of hands. No secret voting is allowed.

Article V Board of Directors

The ANC will establish a procedure to communicate with all Neighborhood Council stakeholders, on a regular basis, which ensures an even and fair dissemination of information.

Section 1. Governing Body The Board of Directors shall conduct the business of this organization. The decisions of the Board shall be considered the decisions of the ANC.

Section 2. Number and Eligibility The Board of Directors shall be comprised of 17 elected members.

Section 3. Quorum The presence of nine (9) of the Board of Directors shall constitute a quorum and shall be necessary to conduct the business of this organization. Each member of the Board of Directors shall have one vote and such vote may not be done by proxy. The Board of Directors will be required to follow the regulations for a Plan for a Citywide System of Neighborhood Councils as delineated by the Los Angeles City Charter and approved and amended by the Los Angeles City Council.

No formal meeting shall be held or votes taken in the absence of a Quorum.

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 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. Only a Board member who had previously voted on the prevailing side of the original action taken, can make a motion for reconsideration. 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 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.

Section 4. Board Composition The Board shall represent all stakeholders.

Number and Eligibility: The Board shall consist of 17 voting members, two of which are under the age of eighteen. **Only those Board members 18 years of age and older may vote on contracts, the expenditure of funds or the recommendation for a City agency to enter a contract.** Only those eligible for ANC membership shall be eligible to hold a position on the Board.

Board Composition: The Board shall represent the major stakeholders of the ANC. No single stakeholder group shall consist of a majority of the governing body. The Board shall be comprised of the following Members:

VOTING MEMBER POSITION	NUMBER	TYPE OF
Home/Condo owners	3	Elected
Renters	2	Elected
Businesses	1	Elected
Community based organizations	2	Elected
Faith based organizations	1	Elected
School	1	Elected
Parks	1	Elected
At - large	2	Elected
Seniors	1	Elected
Youth Group	1	Elected
Youth	<u>2</u>	Elected
	17	

Home/Condo owners – any person who lives within the ANC boundaries, and owns and occupies their place of residence.

Renters – any person that rents and resides in a home, condominium, townhouse or

apartment within the boundaries of the ANC.

Businesses – any person who owns and operates a business within the boundaries of the ANC, or his/her designee.

Community Based Organizations – must meet all of the following criteria:

1. Have carried out activities that involve the Community Stakeholders that reside within the boundaries of the ANC during the last twelve (12) months immediately preceding the election of the Board.
2. The organization maintains its principal office or headquarters within the area served by the ANC or a majority of the persons affiliated with the organization live within the boundaries of the ANC. Examples of a Community-based Organization include Neighborhood Watch groups and the Chamber of Commerce.

Faith Based Organization – any person who belongs to a faith-based organization and attends church services. A faith-based organization shall not be defined as a community based organization.

School – any person who works at a school within the boundaries of the ANC or as designated by a school administrator.

Parks – any person who works at the park or participates in park activities on a regular basis and has the authorization of the Park Director.

At – Large – any person who belongs to any stakeholder group and also those who declare a stake in the neighborhood and affirm the factual basis for it.

Seniors – any person who resides within the boundaries of the ANC and is over the age of 55.

Youth Group – any person who works with a Youth Group that is located within the boundaries of the ANC and serves the youth that live within the boundaries of the ANC.

Youth – any person who is between the ages of 14 and 17 and resides within the boundaries of the ANC. A youth representative that turns 18 during his/her term shall be allowed to finish that term.

Article VI Elections

The ANC will conduct its elections in accordance with the rules established by the City Clerk.

Section 1: Election of Board Members

The ANC's elections will be conducted by the City Clerk every two years in every even-

numbered year in accordance with the rules and regulation promulgated by the City Clerk. The City Clerk will hold these elections between March and June of the even-numbered years. The rules and regulations developed by the City Clerk shall take precedence over any inconsistent language in the ANC bylaws.

Method for Verifying Stakeholder Status. Voters will verify their stakeholder status by providing documentation acceptable to the City Clerk – Election Division. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation acceptable to the City Clerk – Election Division supporting that declaration. Factual basis stakeholder will also be required to provide a form of documentation to substantiate their factual basis claim.

Minimum Voting Age. All stakeholders aged 14 and above shall be entitled to vote in the ANC elections.

Board members will be elected for a term of two (2) years. There are no term limits.

Every stakeholder shall be able to vote once in each stakeholder category. A candidate shall declare their candidacy for no more than one position on the ANC Board during a single election cycle.

Section 2: Election of the Officers for the Board

Officers will be elected by the Board at the first regularly scheduled meeting of the Board of Directors following any elections and shall serve 1 year at the will of the Board.

Removal

a. Reasons for Removal: No member of the Board shall be removed for any arbitrary, capricious or discriminatory reason. Board members may be removed or replaced for the following reasons:

1. Absences. A Board member shall be permitted a maximum number of four absences at general or special Board meetings per “Council Year” (for purposes of this provision a “Council Year” begins with the first scheduled Council meeting following the Board Member’s election and continuing for the next eleven months thereafter). Upon occurrence of the fifth absence, the Board Member may be removed from the Council. An absence is valid regardless of the reason for the absence and even if a meeting is not held because there was no quorum, i.e. if a general or special Board meeting agenda has been posted pursuant to the Brown Act, the meeting counts as a meeting under this provision even if quorum is not reached.

The President or Secretary shall provide written notice to the Board Member who reaches four absences stating that the next absence will result in the automatic removal of the Board Member. Written notice can be by email or by first class registered mail to the Board Member’s last known address.

2. Change or Loss of Stakeholder Status. A Board Member who is no longer a Stakeholder in the capacity for which they were elected or appointed, as defined in Article V, shall be automatically removed as a Board Member. It is the responsibility of each Board Member to notify the President of any change of stakeholder status within 30 days of such change.

3. Unlawful Behavior. A Board Member may be removed for any and all behavior in violation of federal, state or local laws, including, but not limited to:

- a. Embezzlement of NC funds.
- b. Misappropriation of NC funds.
- c. Buying or selling votes in Board Member elections.
- d. Making or soliciting bribes for votes on particular issues.

4. Violation of Bylaws and Standing Rules. A Board Member may be removed for violating the Neighborhood Council's Bylaws or Standing Rules.

5. Removal by NC Action. A Board Member may be removed by the submission of a written petition which 1) identifies the Board Member to be removed, 2) describes in detail the reason for removal and 3) includes the signatures of 100 stakeholders from the geographic area represented by the Board Member.

b. Removal Procedures. Once a reason for removal of a Board Member has been determined, the ANC shall satisfy the following removal procedures:

1. Meeting. Removal of a Board Member shall be on the agenda of a general or special meeting. The proposed removal will be placed on the agenda for a hearing by the Board at the earliest general ANC meeting. If the next general ANC meeting is more than thirty days away, then a special meeting will be held instead.

2. Notice. The Board Member shall be given written notice of the proposed removal and the reasons for the proposed removal. Notice shall be sent by email or by first class registered mail to the Board Member's last known address a minimum of ten days prior to the ANC meeting on the proposed removal.

3. Opportunity to be Heard. The Board Member shall be given an opportunity to be heard, either orally or in writing. The hearing shall be held, or the written statement considered, at the NC meeting on the proposed removal.

4. Decision. Except in the case of automatic removals, the Board shall decide whether or not the Board Member should be removed. Any removal of the Board Member pursuant to this subsection shall require an affirmative vote of two-thirds (2/3) of the Board Members present and voting. The Board Member being considered for removal shall not take part in the removal vote. If the vote for removal is affirmative, then the seat shall be determined vacant.

5. Automatic Removal. In the case of removal due to meeting absences, removal

is automatic at the fifth meeting, and the seat shall be determined vacant.

c. Reinstatement. The Board Member may seek reinstatement through the grievance procedure provided in Article IX.

d. Counsel. The ANC shall consult with its legal counsel, the Offices of the City Attorney, throughout this removal process.

e. A person removed from the Board is ineligible to serve on the Board for twelve months from the date of removal.

Vacancy Clause

Vacancies will be filled by a majority vote of the remaining Board.

a. Any member of the Board may nominate a person to any vacancy. Appointed Board Members shall meet the same eligibility requirements that apply to the position they would fill as are required of elected Board Members.

b. Any stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application to the Secretary.

Article VII Officers

The Officers of the Organization shall consist of the following:

President	Vice-President
Secretary	Treasurer

Officers shall, by virtue of their office, be members of the Board of Directors.

The President: shall preside at all meetings. He/She shall by virtue of the office be Chairperson of the Board of Directors. He/She shall present annually, a report of the work of the organization. He/She shall see that all books, reports, and certificates required by law are properly kept or filed. He/She shall be one of the officers who may counter-sign the checks or drafts of the organization.

The Vice-President: shall, in the event of the absence or inability of the President to exercise her/his office, become acting president of the organization with all the rights, privileges, and powers as if he/she had been the duly elected president.

The Secretary: shall keep the minutes and records of the organization in the appropriate books. It shall be his/her duty to file any certificate required by any statute, federal or state. He/She shall be the official custodian of the records and seal of this organization. (The seal must be unique to guard against possible trademark infringement issues.) He/She may be one of the officers required to sign the checks and drafts of the organization.

The Treasurer: The treasurer’s duties shall include maintaining the ANC’s book of accounts, as prescribed by DONE. The Treasurer shall maintain and submit the account books to DONE no less than once and no more than twice during each fiscal year, the date(s) to be prescribed by DONE. The books will be kept in accordance with the Generally Accepted Accounting Principles.

Article VIII Committees

Meetings of Committees are subject to the Brown Act.

Section 1. Committees Each committee will include at least one (1) Board Member. The President shall appoint the Chairperson of all committees with approval of the Board by a majority vote. All committee chairpersons shall be members of the Board. .

Section 2. Ad Hoc Committees The President may establish Ad Hoc Committee(s) to address issues and topics of a specific nature with approval of the board by a majority vote. Ad Hoc Committees must be of limited duration and must not have any decision making power. Such committees will report back to the full Board with recommendations. Board members on Ad Hoc Committees must be less than a majority of the quorum. If stakeholders are part of the Ad Hoc Committee, the committee is subject to the Brown Act.

Section 3. Standing Committees All Standing Committees shall meet regularly. The following are standing committees:

1. **Budget Committee**
(chaired by the treasurer, the budget committee shall develop and present an annual budget to the Board for approval. In addition, the budget committee can bring expenses to the Board for approval).
2. **Community Improvement Committee**
(shall meet on a regular basis to discuss and present possible ideas and /or projects that will improve the community to the Board for approval).
3. **Outreach Committee**
(shall develop and distribute fliers to advertise meetings, open board positions, ANC projects, activities, etc. at least once a quarter. In addition, the Outreach Committee will work together to develop and distribute stakeholder surveys, newsletters, and any other information the Board deems necessary to distribute to the stakeholders).

Article IX Complaints

I. Complaints against the ANC, its officers or governing body.

A. The Complaint

Any individual or group of Community Stakeholders of the ANC shall be able to express any concerns to the Board of Directors of the ANC about its decisions and/or actions. In an effort to resolve any concerns that stakeholders may have as quickly as possible, the ANC shall accept and process complaints as follows:

1. All complaints shall be:
 - (a) In writing;
 - (b) Signed by the complainant
 - (c) Submitted to any officer of the ANC for recording with the Secretary;
 - (d) Submitted within 30 days of the time the complainant becomes aware of the alleged violation.

2. The complaint shall also:
 - (a) Contain an allegation of the facts on which the Complaint is based, including applicable dates;
 - (b) Specify the nature of resolution sought.

B. Consideration of the Complaint

1. Grievance Committee: Stakeholders may submit their names to the Board to be included in a pool of those wishing to serve on an ANC Grievance Committee.

2. Once the Board receives the complaint, it shall be placed on the agenda of the next regularly scheduled Board of Director's meeting after the complaint is filed. The Board shall randomly pull three names from the stakeholder grievance pool to investigate the complaint and prepare a recommendation for the Board of Directors.

3. The author of the complaint will receive a written response from the Board of Directors.

4. In the event that the author of the complaint is not satisfied with the resolution reached by the Board of Directors, he or she may appeal the decision to the City of Los Angeles, Department of Neighborhood Empowerment in the manner established by the Department of Neighborhood Empowerment.

Article X Self Assessment

The ANC shall, with the assistance of DONE as requested, survey its Community Stakeholders at least once biennially, to assess whether the ANC has met the applicable goals set forth in the Los Angeles City Charter and Article I "Goals and Objectives of the Neighborhood Council System." The form of review shall be prescribed by DONE, and the review shall be made public and posted on the DONE Web site. A copy of the review shall be sent to the ANC and made available to its Community Stakeholders.

Article XI System of Financial Accountability and Record Keeping

Section 1. The ANC shall act in accordance with all applicable local, state and federal laws regarding the maintenance of Treasury Accounts and records.

Section 2. In accordance with the duties of the Office, the Treasurer shall keep and maintain, adequate and correct books and accounting of the organizations properties and transactions. The Treasurer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by the Bylaws, or by the Board. The books of accounts shall be open to inspection by any director or other authorized personnel at reasonable times.

Section 3. The Treasurer shall disperse such funds as the Board may order, shall render to the President of the Board, and the Board, when requested, an account of all transactions and of the financial condition of the organization, and shall have such other powers and perform such duties as the Board or the Bylaws may prescribe.

Section 4. Maintenance of Council Records. The ANC shall establish and maintain adequate and correct books of records and accounts and written minutes of the proceedings of the Board and committee meetings.

Section 5. Maintenance and Inspection of Articles and Bylaws. The ANC is subject to the Public Records Act.

Section 6. Submission of Books for Review. The ANC shall submit their books to the appropriate City agencies.

Section 7. Annual Report. The Treasurer's duties shall include maintaining the ANC's book of accounts as prescribed by DONE. The Treasurer shall maintain and submit the account books to DONE no less than once and no more than twice during each fiscal year, the date(s) to be prescribed by DONE. The books will be kept in accordance with the Generally Accepted Accounting Principles.

Section 8. Bank Reconciliation. Each fund or account shall be reconciled monthly through DONE's Funding Program.

Section 9. Disbursements. The governing body of the ANC shall approve all disbursements. All disbursements shall be paid by check. Checks shall be signed by the President and countersigned by the Treasurer.

Section 10. Receipts. All receipt of funds and/or grants shall be maintained pursuant to the DONE Funding Program.

Article XII Ethics

The Arleta Neighborhood Council shall be subject to any or all applicable sections of the

City of Los Angeles Governmental Ethics Ordinance (L.A.M.C. SECT. 40.5.1). All applicable laws of local, state and federal government shall be the minimum ethical standard for the ANC.

In addition, the ANC shall work in cooperation with DONE to develop a code of ethics for all Neighborhood Councils that include both a pledge and methodology for:

1. Obeying the Law
2. Achieving High Standards

Article XIII Amendments

These Bylaws may be altered, amended, repealed or added to by a majority vote of the Board of Directors. Once approved, the change in Bylaws will be properly filed with DONE and will be in effect upon approval by DONE. No amendment shall be effective unless approved by DONE or the Board of Neighborhood Commissioners in accordance with Article VI for a Plan for a Citywide System of Neighborhood Councils.