

# **MID CITY NEIGHBORHOOD COUNCIL BY-LAWS**

**December 1, 2020**

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## ARTICLE I NAME

The name of the neighborhood council is the Mid City Neighborhood Council (MINC), an officially recognized advisory council, hereby part of the Los Angeles citywide system of neighborhood councils.

## ARTICLE II PURPOSE

Principles of Governance - The purpose of the MINC is to participate as an advisory body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner. The MINC is formed to engage in all of the civic, public, and charitable purposes permitted to be conducted, or participated in, by Neighborhood Councils pursuant to Article IX of the Charter, the Plan for a Citywide System of Neighborhood Councils ("Plan"), and Administrative Code of the City.

A. The MISSION of the MINC is:

1. To empower and bring together a diverse community, and to maintain and improve the quality of life by working, in cooperation, with the necessary agencies toward the protection and improvement of our area, through effectively addressing the needs and concerns as identified by our community; and
2. To provide an inclusive, open forum for public discussion of issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services to our area, and on matters of a citywide nature.

B. The POLICY of the MINC shall be 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, income, or political affiliation; and:

1. To have fair, open, and transparent procedures for the conduct of our Neighborhood Council business;
2. To bring together the diverse elements of our community into a united organization that truly represents the interests of all of our neighbors in a non-partisan manner;
3. To develop a capability to listen to and interact with, and inform all who have interests in our community;
4. To effectively represent our community in collaboration with the City and other government agencies;
5. Above all to unify and serve the interests of our community so as to enhance the quality of life in the Mid City neighborhood and surrounding area; and
6. To service this larger public purpose, the MINC will participate in:
  - a. Monitoring City services and holding City employees and their departments accountable to the residents of the community;

- b. Pursuing enforcement of existing City zoning codes and ordinances and establishing a committee to review and assess ordinances if necessary;
- c. Consulting with City officials regarding plans for appropriate development in commercial locations, including the provision of adequate parking and landscaping for these projects;
- d. Revitalizing commercial corridors;
- e. Establishing more recreational facilities;
- f. Monitoring traffic throughout the area with special concern for the health and safety of residential neighborhoods; and
- g. Encouraging neighborhood beautification, tree planting, and graffiti removal and advocating for historic preservation and renovation.

### **ARTICLE III BOUNDARIES**

**Section 1: Boundary Description** - The MINC includes a geographic area that includes the boundaries as described below:

1. **North** –The south side of Pico Boulevard from Crenshaw Boulevard, continuing west to Highland Avenue, continuing south on Highland Avenue to Venice Boulevard, continuing west on Venice Boulevard to La Cienega Boulevard.
2. **East** – Crenshaw Boulevard from the Rosa Parks/10 Freeway continuing north to the south side of Pico Boulevard.
3. **South** – Culver City border starting at La Cienega Boulevard to the north wall of the Rosa Parks/10 Freeway continuing east to Crenshaw Boulevard.
4. **West** – La Cienega Boulevard (east side only) between Venice Boulevard and the Culver City border.

The boundaries of the MINC are set forth on the Map of the Mid City Neighborhood Council as shown on Attachment A.

**Shared Assets with Olympic Park Neighborhood Council:**

- Los Angeles Unified School District (1406 S Highland Ave); and
- Los Angeles Police Department Wilshire Division Community Police Station (4861 Venice Blvd)

**Section 2: Internal Boundaries:** The regional boundaries consist of fourteen (14) regions:

<p><b>Region 1:</b>  N. Pico Boulevard  S. Venice Blvd  E. Crenshaw Blvd  W. Highland Ave</p>	<p><b>Region 8</b>  N. Venice Blvd  S. Washington Blvd  E. La Brea Ave  W. Redondo Blvd.</p>
<p><b>Region 2</b>  N Venice Boulevard  s. Washington Blvd  E. Crenshaw Blvd  W. West Blvd.</p>	<p><b>Region 9:</b>  N. Washington Blvd  S. 10 Freeway  E. La Brea Ave  W. Redondo Blvd</p>
<p><b>Region 3</b>  N Washington Blvd  S 10 Freeway  E. Crenshaw Blvd  W. Buckingham Rd.</p>	<p><b>Region 10</b>  N. Venice Blvd  S. Washington Blvd.  E. Redondo Blvd  W. Hauser Blvd.</p>
<p><b>Region 4</b>  N. Venice Blvd  S. Washington Blvd.  E. West Blvd  W. Rimpau Blvd.</p>	<p><b>Region 11</b>  N. Washington Blvd  S. 10 Freeway  E. Redondo Blvd.  W. Hauser Blvd</p>
<p><b>Region 5</b>  N. Washington Blvd  S. 10 Freeway  E. Buckingham Rd.  W. Rimpau Blvd</p>	<p><b>Region 12</b>  N. Venice Boulevard  S. Washington Blvd  E. Hauser Blvd  W. The 10 freeway from Washington Boulevard to Fairfax Avenue continuing north up Fairfax Avenue</p>
<p><b>Region 6</b>  N. Venice Blvd  S. Washington Blvd  E. Rimpau Blvd  W. La Brea Ave</p>	<p><b>Region 13</b>  N. Washington Blvd  S. 10 Freeway  E. Hauser</p>
<p><b>Region 7</b>  N. Washington Blvd  S. 10 Freeway  E. Rimpau Blvd  W. La Brea</p>	<p><b>Region 14</b>  N. Venice Blvd  S. The Culver City Border  E. Fairfax Ave  W. La Cienega Blvd</p>

## ARTICLE IV STAKEHOLDER

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

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

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

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

## ARTICLE V GOVERNING BOARD

The Board shall mean a Governing Body within the meaning of that term as set forth in the Plan also to be known herein as the Board of Directors.

**Section 1: Composition** - There shall be twenty-three (23) Stakeholders on the Board. The Board will consist of the following seats:

- A. **Regional Representatives:** Fourteen (14) of the Board Members shall represent the fourteen (14) Regions in the MINC boundaries. A Regional Representative must live or own residential property in the Region for which they are elected.
- B. **Merchant/Commercial Property Owner:** Two (2) of the Board Members shall be either a person who owns or operates a business or owns a business property or multi-residential property within the MINC boundaries.
- C. **At-Large Representative:** Six (6) of the Board Members shall comprise two (2) representative groups:
  1. Three (3) of the elected At-Large Representatives: Organization shall be affiliated with a school (administrative, faculty, or student), or a member of a religious group/organization, or a member of a service organization\* within the MINC boundaries.
  2. Three (3) At-Large Representatives: General of the Board Members shall be stakeholders of any category within the MINC boundaries.
  - \*individual who is a member of or participates in a Community Organization.”

- “Community Organization” is defined as “an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council.”
- “A for-profit entity shall not qualify as a Community Organization.”

D. **Youth Representative:** One (1) of the Board Members shall live in and/or attend school within the MINC boundaries.

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

**Section 2: Quorum** – Quorum shall mean the presence of nine (9) Board Members at a MINC meeting.

**Section 3: Official Actions** - A simple majority vote by the Board Members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these By-Laws. Majority or Majority Vote shall mean a simple majority (50% + 1) Therefore, five (5) votes constitute a Majority Vote of a Quorum, or, for example, six (6) votes of a presence of ten (10) Board Members.



**Section 4: Terms and Term Limits** - Merchant/Commercial Property Owners, At Large Representatives, and the Youth Representative shall serve a two (2) year term commencing after being seated. Regional Representatives will serve a four (4) year term commencing after being seated. There are no term limits.

In 2021, vacant even Regional Representative seats will be elected to four (4) year terms and vacant odd Regional Representative seats will be elected to two (2) year terms. In 2023, the remaining even Regional Representative seats will be elected to two (2) year terms and odd Regional Representative seats will be elected to four (4) year terms. Starting 2025, all Regional Representative seat terms will be four (4) years.

### **Section 5: Duties and Powers**

- A. The primary duties of the Board shall be to govern the MINC and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing MINC position previously adopted by the Board or a statement that the MINC has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.
- B. A Stakeholder can serve simultaneously on only **one** Neighborhood Council, in addition to the MINC, with the following stipulations:
  - 1. Only one (1) Board Member at a time shall serve on more than one (1) Neighborhood Council besides the MINC.
  - 2. No Board Member can serve on a Neighborhood Council that is adjacent to any of the MINC boundaries.
  - 3. No Board Member can occupy the same category Board seat both at the MINC and another Neighborhood Council. Article VI, Section 1 of the Plan.

### **Section 6: Vacancies** – Vacancies on the Board shall be filled using the following procedure:

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. The Board shall vote on the application at the meeting. If multiple applications for one (1) seat have been submitted, the candidate with the most votes wins.
- D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

**Section 7: Absences** - A Board Member who is certified in accordance with these By-Laws and the policies set forth by the Department shall be a member in good standing. Good standing also incorporates attending eight (8) of twelve (12) Stakeholders' meetings and eight (8) of twelve (12) Board Meetings per calendar year beginning January 1st, of each year. The Secretary shall keep and maintain all official attendance records.

A sliding percentage scale will be used to calculate the number of meetings that can be missed when a Board Member serves less than a full term. The specific details will be listed under Standing Rules.

Upon missing the fifth meeting in a calendar year, the MINC Presiding Officer shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant. Any meeting of the MINC, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

### **Section 8: Censure**

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

## **Section 9: Removal**

Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners' ("Commission") Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to removal will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
  - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
  - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
  - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
  - d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
  - e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
  - f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
  - g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

## **ARTICLE VI OFFICERS**

**Section 1: Officers of the Board** - The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, Treasurer, Parliamentarian, and Sergeant-At-Arms.

**Section 2: Duties and Powers** - The duties of the Officers are as follows and include such additional duties as may be adopted by official action of the Board:

- A. **The President** shall act as the chief executive of the MINC and shall preside at all Stakeholder and Board meetings.
- B. **The Vice President** shall serve in place of the President if the President is unable to serve.
- C. **The Secretary** shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board Member, including the right to vote on matters before the MINC.
- D. **The Treasurer** shall maintain the records of the MINC's finances and books of accounts and perform other duties in accordance with the MINC's Financial Management Plan and the Department's policies and procedures. The Treasurer will maintain a master password list for all accounts.
- E. **The Parliamentarian** shall advise the presiding officer, when necessary, concerning questions of By-laws, procedures, and the standing rules of MINC. The Parliamentarian shall be the recognized authority on these matters and if additional resources are needed, the response will be submitted in writing from that authority.
- F. **The Sergeant-At-Arms** shall act on the order of the chair to preserve peace and maintain order during Board meetings.

**Section 3: Selection of Officers** - Officer positions shall be filled after every election at the first official Board meeting following the election.

**Section 4: Officer Terms** - The Officers shall serve one (1) election term and serve at the pleasure of the Board. They may stand for reelection every election.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from Board Members, and all such suggestions shall be voted upon by the Board.

**Section 1: Standing Committees** – The Standing Committees of the Council are: Budget Committee, PLUM Committee, and Outreach Committee.

**Section 2: Ad Hoc Committees** – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

**Section 3: Committee Creation and Authorization** – All committees will be established and governed based on MINC’s Standing Rules and not addressed in these bylaws.

## **ARTICLE VIII MEETINGS**

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

**Section 1: Meeting Time and Place** - All meetings shall be held within the MINC boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. **Regular Meetings** – Regular Stakeholder meetings shall be held at least once per quarter on the second Monday of the month and may be held more frequently as determined by the Board. Regular Board meetings shall be held at least once per quarter on the third Monday of the month and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment at all meetings. The Board shall determine the length and format of the period as appropriate.

B. **Special Meetings** – The President or three (3) members of the Board shall be allowed to call a special Board meeting as needed.

**Section 2: Agenda Setting** - The President shall set the agenda for each MINC meeting. Any Stakeholder may make a proposal for action by the Board by submitting a written request to the Secretary and/or President or during the public comment period of a regular Board meeting. The Board is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under this subsection are subject to the rules regarding reconsideration

**Section 3: Notifications/Postings** - Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notices shall be posted at the MINC’s one (1) physical posting location, filed

with the Department, on its website and emailed out to Stakeholders if the MINC maintains such a database. Regular and special meeting agendas shall also be emailed to the Department.

**Section 4: Reconsideration-** The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Board may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

## **ARTICLE IX FINANCES**

The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the MINC's finances, where the term "appropriate City officials" means those officials and/or agencies of the City who have authority over Neighborhood Councils.

All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

## ARTICLE X ELECTIONS

**Section 1: Administration of Election** - The Neighborhood Council's election will be conducted every two (2) years in accordance with the rules and regulations.

**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.

**Section 3: Minimum Voting Age** - Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

**Section 4: Method of Verifying Stakeholder Status** - Voters will verify their Stakeholder status through written self-affirmation.

**Section 5: Restrictions on Candidates Running for Multiple Seats** - A candidate may declare their candidacy for more than one (1) position on the MINC Board during a single election cycle.

If a candidate seeking multiple Board positions on the MINC is declared the winning candidate for more than one (1) of those positions, the candidate will be required to vacate all except one (1) Board position within three (3) days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved for the current election, whichever date is later. These vacated positions shall be filled with the remaining candidate(s) who received the most votes, or if none, via the vacancy clause. Where the candidate does not vacate all except one (1) Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.

**Section 6: Other Election Related Language** - Not applicable.

## ARTICLE XI GRIEVANCE PROCESS

Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Board meeting.

At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.



Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

Within two (2) weeks following such meeting, a member of the panel shall 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 a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Board meeting.

This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these By-Laws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at the MINC meetings.

Board Members are not permitted to file a grievance against another Board Member or against the MINC.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The MINC shall use the MINC rules of order when conducting Board meetings as set forth in its standing rules and when not addressed by the standing rules, the MINC will refer to Robert's Rules of Order when conducting Board meetings.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or the MINC meetings may be developed and adopted by the Board.

## **ARTICLE XIII AMENDMENTS**

Any Board member may propose an amendment to these By-Laws by requesting that the President place the item on the agenda.

Any Stakeholder may propose an amendment to these By-Laws during the public comment period of a regular Board meeting.

Any proposal to amend the By-Laws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Board meeting.

An amendment to these By-Laws requires a two-thirds (2/3) majority vote of the Board Members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the By-Laws shall become effective immediately.

Any Board Member or Stakeholder may propose an amendment to these By-Laws. The Board shall forward all proposals to a By-Laws Committee to review and to provide recommendations to the Board.

## ARTICLE XIV COMPLIANCE

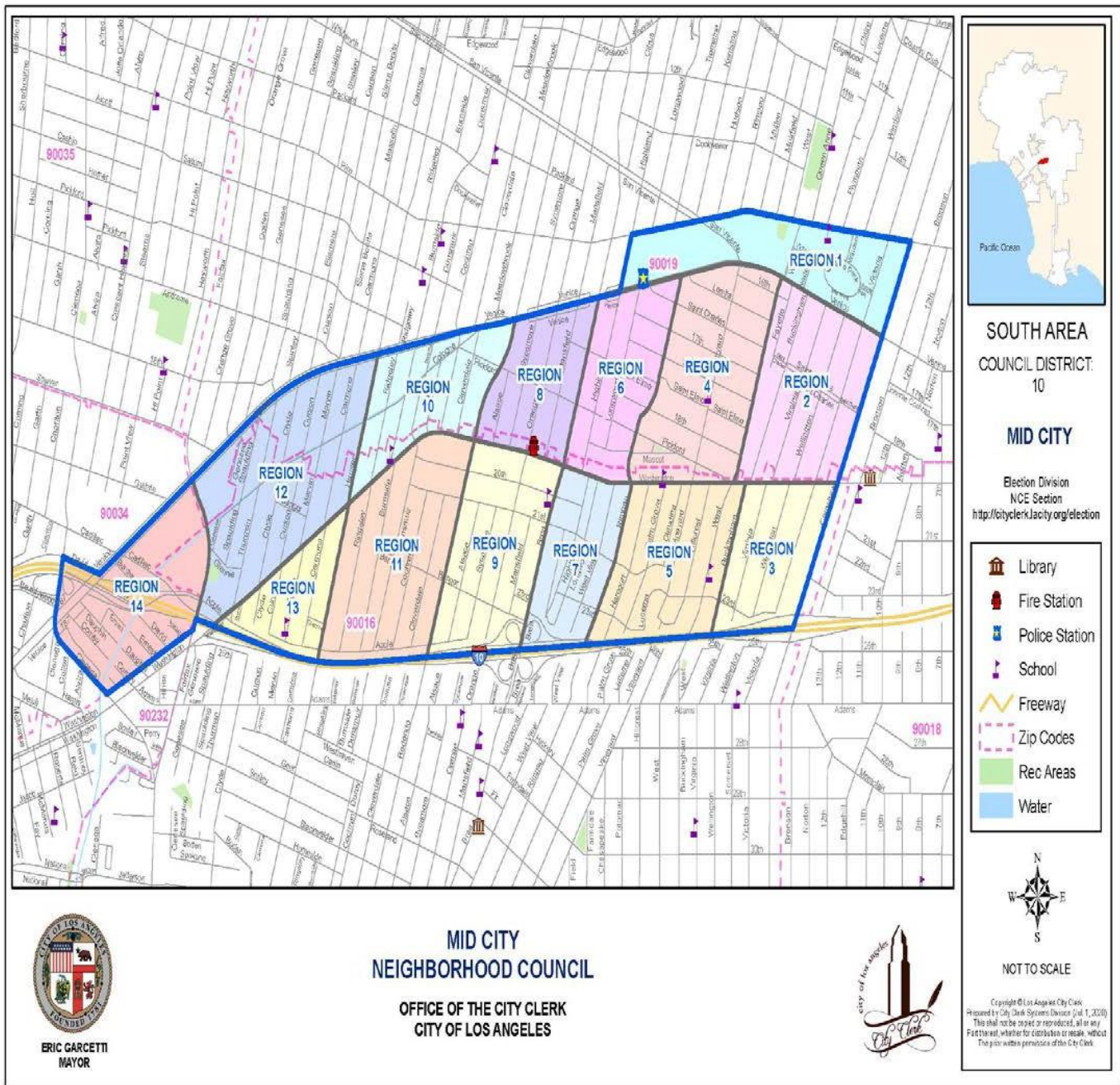
The MINC, its representatives, and all Stakeholders shall comply with these By-Laws and with any additional Standing Rules or Procedures as may be adopted by the Board Members as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

**Section 1: Code of Civility** – The MINC, its representatives, and all Stakeholders shall conduct all MINC business in a civil, professional and respectful manner. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

**Section 2: Training** – All Board Members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics and funding trainings provided by the City within ninety (90) days of being seated, or they will lose their Board voting rights. All Board members must take ethics and funding training prior to making motions and voting on funding related matters.

**Section 3: Self Assessment** – Every year, the MINC shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

# ATTACHMENT A - Map of Mid City Neighborhood Council



## ATTACHMENT B – Governing Board Structure and Voting

### Mid City Neighborhood Council – 23 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Regional Representatives (One for each of the 14 Regions) Term: 4 Years	14	Elected	Stakeholders who are 18 years or older who live or own residential property in the regional area they represent.	Stakeholders who are 16 years or older who live or own residential property in a specific regional area.
Merchant/ Commercial Property Owner Representatives Term: 2 Years	2	Elected	Stakeholders who are 18 years or older who own or operate a business or own a business property or multi-residential property within MINC area.	Stakeholders who are 16 years or older.
At-Large Representatives: General Term: 2 Years	3	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 16 years or older.
At-Large Representatives: Organization Term: 2 Years	3	Elected	Stakeholders who are 18 years or older who are affiliated with a school (administrative, faculty, or student), a member of a religious group/organization or a member of a service organization within the MINC boundary area.	Stakeholders who are 16 years or older.
Youth Representative: Term: 2 Years	1	Elected	Stakeholder 14 -17 years of age, who live or attend school within the MINC boundary area.	Stakeholders who are 14 years or older.