CERTIFIED COUNCIL #89

ESTABLISHED APRIL 19, 2007

BYLAWS

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ARTICLE I NAME

The name of this organization shall be the EAST HOLLYWOOD NEIGHBORHOOD COUNCIL, which hereinafter may also be referred to as the "EHNC" or "Council." The EHNC is an advisory body to the City of Los Angeles, established pursuant to Article IX of the Los Angeles City Charter.

ARTICLE II PURPOSE

The purpose of the EHNC shall be:

A. To contribute to the improvement of the quality of life in the East Hollywood community;

B. To encourage dialog, interaction and cooperation among East Hollywood's diverse ethnic groups;

C. To promote public participation in City governance and decision-making processes so that government is more responsive to local needs and requests;

D. To facilitate the delivery of City services and City government responses to East Hollywood's problems and requests for assistance;

E. To foster a sense of community for all people to express ideas and opinions about their neighborhood and government; and

F. To develop relationships with other communities and neighborhood councils on common issues.

The Policy of this Council shall be based upon the following tenets:

1. Non-Discrimination. It shall be the policy of this Council 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, gender identity, age, disability, marital status, income or political affiliation.

2. Dignity. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Council.

3. Inclusiveness and Non-Partisanship. To remain non-partisan and inclusive in our operations including, but not limited to, the election process for governing body and committee members.

4. Early Notification System. The Governing Body and all Committee Chairs shall notify the public of any Governing Body and Standing Committee Meetings within seventy-two (72) hours of their meeting. The public shall be notified within twenty-four (24) hours of

any Special Meeting. Ad Hoc committee meetings do not require any notification; however, the Council will strive to give proper notice for any Ad Hoc Committee Meetings. These windows of notification are in compliance with the Brown Act.

5. Participation. To encourage all Stakeholders to participate in all activities of this Council.

6. Transparency. To have fair, open and transparent procedures for the conduct of Council business.

ARTICLE III BOUNDARIES

The EHNC has a geographic area with a population of at least fifty-four thousand (54,000) residents.

Section 1: Boundary Description – The boundary area is described as follows:

A. **North:** Hollywood Blvd. and then Sunset Blvd. between Western Ave. and Fountain Ave.; Fountain Ave. between Hoover St. and Sunset Blvd. (north side of the street).
B. **East:** Hoover St. between Fountain Ave. and the US-101 "Hollywood Freeway" (west side of the street).
C. **South:** The US-101 "Hollywood Freeway" between Hoover St. and Western Ave. (north side of the freeway).
D. **West:** Western Ave. between the US-101 "Hollywood Freeway" and Hollywood Blvd. (east side of the street).

Shared Asset: Barnsdall Art Park shared with Los Feliz Neighborhood Council.

Section 2: Internal Boundaries

A. **Neighborhood District 1: Thai Town**
    1. North: North side of Hollywood Blvd. between eastside of Western Ave. and westside of Normandie Ave.
    2. East: West side of Normandie Ave. between Hollywood Blvd. and north side of Sunset Blvd.
    3. South: North side of Sunset Blvd. between Western Ave. and Normandie Ave.
    4. West: East side of Western Ave. between Hollywood Blvd. and Sunset Blvd.

B. **Neighborhood District 2: HollyMont Junction**
    1. North: North side of Hollywood Blvd. between Normandie Ave. and Vermont Ave.
    2. East: West side of Vermont Ave. between Hollywood Blvd. and Sunset Blvd
    3. South: North side of Sunset Blvd. between Normandie Ave. and Vermont Ave.
    4. West: East side of Normandie Ave. between Hollywood Blvd. and Sunset Blvd.

C. **Neighborhood District 3: HollySet Junction**
    1. North: North side of Hollywood Blvd (from Vermont Ave. to Virgil Ave.) and Sunset Blvd. (from Virgil Ave. to Fountain Ave.) between Vermont Ave. and Fountain Ave.
    2. East: West side of Hoover St. between Fountain Ave. and Santa Monica Blvd.
    3. South: North side of Santa Monica Blvd. between Vermont Ave. and Hoover St.
    4. West: East side of Vermont Ave. between Hollywood Blvd. and Santa Monica Blvd.

D. **Neighborhood District 4: Little Armenia ~~West~~**
    1. North: South side of Sunset Blvd. between Western Ave. and west side of Vermont Ave.
    2. East: West side of Vermont Ave. between Sunset Blvd. and Santa Monica Blvd.
    3. South: North side of Santa Monica Blvd. between the US-101 "Hollywood Freeway" and Vermont Ave.
    4. West: The US-101 "Hollywood Freeway" and the south side of Western Ave. between La Mirada Ave. and south side of Sunset Blvd.

E. **Neighborhood District 5: College Village**
    1. North: South side of Santa Monica Blvd. between north side of US-101 "Hollywood Freeway" and west side of Vermont Ave.
    2. East: West side of Vermont Ave between Santa Monica Blvd. and north side of US-101 "Hollywood Freeway."
    3. South: North side of US-101 "Hollywood Freeway" between Santa Monica Blvd. and west side of Vermont Ave.

F. **Neighborhood District 6: Virgil Village**
    1. North: South side of Santa Monica Blvd. between Vermont Ave. and Hoover St.
    2. East: West side of Hoover St. between Santa Monica Blvd. and north side of US-101 "Hollywood Freeway."
    3. South: North side of US-101 "Hollywood Freeway" between Vermont Ave. and Hoover St.
    4. West: East side of Vermont Ave. between Santa Monica Blvd. and US-101 "Hollywood Freeway."

The boundaries of EHNC Districts are set forth in Attachment A - Map of East Hollywood Neighborhood Council.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's

boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

Section 1: Composition – EHNC's Governing Board shall be comprised of eighteen (18) Board members who are eighteen (18) years of age or older ~~over at least the age of 18 or over, unless otherwise stated~~ with the exception of the Youth Representative. Any stakeholder is qualified to hold the representative seat for any geographic area in which he/she holds stakeholder status, unless specifically stated otherwise. A stakeholder may only run for one district seat at a time.

District Representatives – Six (6) members who hold stakeholder status within the boundaries of their respective districts.

1. **Neighborhood District 1: Thai Town Representative**
2. **Neighborhood District 2: HollyMont Junction Representative**
3. **Neighborhood District 3: HollySet Junction Representative**
4. **Neighborhood District 4: Little Armenia Representative**
5. **Neighborhood District 5: College Village Representative**
6. **Neighborhood District 6: Virgil Village Representative**

Community Interest Representatives – Twelve (12) members who hold stakeholder status within the boundaries of the EHNC.

7. ~~**Indigent Services**~~ **Homelessness & Displacement Prevention Representative** - Any stakeholder who lives, works or volunteers in the effort to reduce homelessness and displacement within the boundaries of the EHNC.
8. **Public Safety & Community Health Representative –** Any stakeholder dedicated to promoting health and safety within the boundaries of East Hollywood.
9. **Arts ~~and~~ & Culture Representative –** Any Stakeholder dedicated to highlighting the diverse culture and arts of East Hollywood.
10. **Tenant Representative** - Any Stakeholder who rents housing and lives in the EHNC boundary area.

11. **Property Owner Representative** - Any Stakeholder who owns or manages residential or commercial real estate property in the EHNC boundary area.

12. **Business Representative** - Any Stakeholder who owns, manages or is an employee of a business in the EHNC boundary area.

13. **Student Representative** - Any Stakeholder who attends school in the EHNC boundary area; ~~. Has to be over 18~~ and is over the age of eighteen (18).

14. **Youth Representative** - A youth member age sixteen (16) to eighteen (18) representing any Stakeholder category; if under age eighteen (18) cannot vote on budgetary actions; must be under eighteen (18) at time of nomination and may continue their term past their eighteenth birthday, but must resign his/her seat before his/her nineteenth birthday.

15. **Faith-Based** ~~**Community Services**~~ **Representative** ~~**(Faith-Based)**~~ - Any Stakeholder who is an affirmed member of a faith-based organization in the EHNC Boundary Area

16. **Non-Profit Representative** - ~~or is a~~ Any staff or board member of a community-based, 501(c) 3 non-profit organization that provides services within the EHNC boundary area. ~~Two (2) community services representatives. One (1) faith-based representative and one (1) nonprofit representative.~~
~~Any stakeholder who is an affirmed member of faith-based organization in EHNC boundary area~~

17. **At-large Representative A -** Any stakeholder as outlined in Article IV.

18. **At-large Representative B -** Any stakeholder as outlined in Article IV.

~~**P. Community Services Representative (Non-Profit)** - Any stakeholder who is a staff or board member of a community-based 501 (c) 3 non-profit organization that provides services within the EHNC boundary area.~~

~~**Q. At-large Representative** - Any stakeholder, 2 at-large representatives~~

The EHNC shall strive for stakeholder diversity when selecting its Board. At no time, however, shall a single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the City of Los Angeles Department of Neighborhood Empowerment ~~("Department")~~.

Section 2: Quorum – ~~Nine (9) members of the Board shall constitute a quorum.~~ Half of all elected board members, excluding vacancies, plus one (1) shall constitute a quorum.

Exceeding a quorum, in the event of a tie vote where the number of votes cast is even, any tie vote constitutes no action, and the matter shall be carried from agenda to agenda until the tie is broken, or until the Board determines to remove the item from the agenda.

If the EHNC lacks a sufficient number of Board members necessary to establish a quorum, then the EHNC shall adhere to the policy adopted by the Board of Neighborhood Commissioners regarding a loss of quorum then in effect.

Section 3: Official Actions – When the Board has attained at least a quorum, motions shall be carried by a simple majority vote by the board members present and voting, not including abstentions.

Section 4: Terms and Term Limits – ~~Board members shall serve a two (2) year term commencing after being seated. Board members may only serve eight (8) consecutive years on the Board.~~ Pursuant to biennial elections conducted by the Department of Neighborhood Empowerment, the members of the Governing Board shall be elected to staggered four-year (4) terms with the sole purpose to conclude projects still in progress and maintain consistent leadership within East Hollywood. One-half of board members shall be elected every two (2) years with the exception of the Youth Representative and Student Representative who shall serve two (2) year terms due to age constraints and degree conferment.

To implement term staggering, the positions enumerated below shall be elected to serve a two-year (2) term in the 2021 election; and shall be elected to serve a four (4) year term in the 2023 election. These positions shall be elected every four (4) years thereafter.

- District 1 Representative: Thai Town
- District 3 Representative: HollySet
- District 5 Representative: College Village
- Homelessness & Displacement Services Representative
- Tenant Representative
- Business Representative
- Non-Profit Representative
- One (1) At-Large Representative A

The positions enumerated below shall be elected to a four-year term during the 2021 election; and every four (4) years thereafter.

- District 2 Representative: HollyMont
- District 4 Representative: Little Armenia
- District 6 Representative: Virgil Village
- Public Safety & Community Health Representative
- Arts & Culture Representative
- Property Owners Representative

- Faith-Based Representative
- One (1) At-Large Representative B

Board Members may only serve eight (8) consecutive years on the Board. A Board Member who has served less than eight (8) years, but due to new term lengths will exceed eight (8) years if reelected, may still serve as a Governing Board Member until their eighth (8) year has concluded. Upon that date, the Board Member shall resign their seat.

Board terms shall begin the first day of the month following the final results of the election, a recount, or an election challenge. The incumbent Board members will continue in their duly elected or appointed positions until the election challenge is resolved.

During ~~his or her~~ each term, ~~each~~ ~~B~~board ~~M~~member shall maintain their stakeholder status upon which ~~he or she was~~ they were elected; otherwise ~~he/she~~ they shall forfeit ~~his/her~~ their seat.

Section 5: Duties and Powers

A. The Board members shall have the power, in the name of the EHNC, to ~~do and~~ perform all ~~acts and things~~ actions appropriate to the general welfare of its Stakeholders ~~and~~ in which are consistent with Article IX of the Los Angeles City Charter. No particular powers shall be held to be exclusive of, or a limitation of, the foregoing general grant of powers. The Board members shall: (1) Establish rules for its proceedings; (2) Cause a correct record of its proceedings to be kept; (3) Be involved in outreach activities for the Neighborhood Council; (4) Appoint such standing and ad-hoc committees as it deems necessary; and (5) Comply with the Public Record Act.
B. (REMOVE)
C. **No Political Activity**. Neither the EHNC nor any member purporting to speak for it shall endorse any candidate for public office or any political party. Membership rosters, sign-in sheets, contact lists or email distribution lists of the EHNC shall not be used for political, commercial, recruitment or any other activity not directly related to the EHNC.
D. **Non-Discrimination**. The EHNC will encourage all Community Stakeholders to participate in all activities, and will not discriminate in any policies, recommendations or actions against any individual or group 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.

Section 6: Vacancies – Any vacancy occurring in the Board shall be filled by appointment of the President with the approval of two-thirds (2/3) of the remaining Board members. All such Stakeholders appointed to the Board must meet and maintain the board position their predecessor was elected. Any person appointed to fill a vacancy shall serve for the remainder of the unexpired term. If a Board seat is vacated less than ninety (90) days before an election, there will be no need to fill the vacancy, unless the remainder of the Board fails to constitute a quorum. The appointed applicant's term shall be limited to the term for the vacated seat.

Any categorical representative position that becomes vacant either after a general election or due to resignation or removal, and which remains vacant after 90 days of community outreach to fill the position, will become an At-Large Representative position for the remainder of the term to facilitate efforts to appoint stakeholders to the position.

Section 7: Absences – ~~Any Member of the Board who is absent from three (3) consecutive Board meetings or five (5) total meetings in a fiscal year, unless excused by the presiding officer, must forfeit his or her seat. Any meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance.~~ Unexcused absences at two (2) consecutive Governing Board meetings or any absence, excused or unexcused, from four (4) Board meetings within any twelve (12) month period constitutes grounds for expulsion of a Board Member in accordance with these bylaws. If a Board Member's absences exceed the thresholds enumerated here, the Board's Presiding Officer shall automatically place an item on the Executive Committee's next regular meeting agenda to review the Board Member's attendance and shall make a recommendation to the Board whether further action, including expulsion, should be formally undertaken. Any meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance. Board Member attendance shall be recorded in the meeting minutes and approved by the Board, which will serve as the document of record for meeting attendance requirements.

Section 8: Censure – ~~Intentionally left blank.~~ The Council can take action to publicly reprimand a Representative for actions conducted in the course of Council business by censuring the Representative at a Council meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members – ~~A Board member who has demonstrated behavior that is considered unbecoming or intentionally damaging to the functions of the EHNC is subject to removal from the Board with the approval of two-thirds (2/3) of the remaining Board members. The EHNC will consult with its legal advisor, the Office of the City Attorney, throughout the removal process.~~

A Representative may be removed from the Board by a two-thirds (2/3) vote of the Representatives present. Reasons for removal must be objective and may include, but are not limited to:

1. Inability to carry out the duties of the office due to time limitations, illness and/or other personal obligations.
2. Absence from three (2) consecutive regular or special meetings of the Council.
3. A finding by judicial determination to have failed to disclose a financial conflict of interest in a matter before the Council or a committee.
4. Continued and flagrant violation of the EHNC Bylaws, Standing Rules or Code of Conduct.

A vote to remove a Representative must be preceded by:

1. Proof of notification to the Representative that a vote will be taken. Proof can include a response to an e-mail notification, notification at a public meeting to the representative with a witness present, or certified mail sent to the address on file with DONE.
2. A waiting period of fifteen (15) days between the time of mailing the notice or proof of notification and the time of the vote.
3. An opportunity for the Representative to address the Board before the vote is taken.

The Representative shall not be counted as part of the quorum, nor allowed to vote on the matter.

The Council will consult with its legal counsel, the Office of the City Attorney, throughout this removal process.

Section 10: Resignation – A member of the Board who wishes to resign must submit a written statement of his/her resignation to the President and Executive Committee in advance of the next meeting of the Board.

Section 11: Community Outreach – The Board shall communicate with Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

ARTICLE VI OFFICERS – APPROVED

Section 1: Officers of the Board – The Officers of the Board shall be comprised of a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Corresponding Treasurer, who shall serve as the Executive Committee.

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

A. The **President** shall (1) ~~Prepare the agenda and preside~~ Preside over the meetings of the Board; (2) Sign official documents when the signature of the Board or President is required by law; (3) Be an optional signatory for the EHNC on all funding matters; (4) Act as the official head of EHNC on official, public and ceremonial occasions; and (5) Lead delegations to citywide Neighborhood Council conventions and other events where representatives of the EHNC are required to be present.

B. The **Vice-President** shall perform the duties of the President in the absence of the President or when designated by the President to fulfill such functions; fulfill the role of the Treasurer in the absence of the Corresponding Treasurer.

C. The **Recording Secretary** shall: (1) be responsible for recording and maintaining a full and true record of all the proceedings of the Board; and (2) File certificates and other documentation as may be required by law.

D. The **Corresponding Secretary** shall: (1) Perform the duties of the Recording Secretary in the absence of Recording Secretary; (2) Post meeting notices as required by law and in such designated areas as specified in the Certification Application; and (3) be primarily responsible for communication with the community, i.e. general emails sent to the EHNC, website & social media accounts with the support of other board members as deemed necessary.

E. The **Treasurer** shall: (1) Maintain the EHNC's book of accounts as prescribed by the Department and in compliance with Generally Accepted Accounting Principles (GAAP); (2) Submit account statements to the Department; (3) Be a required signatory for the EHNC on all funding matters; (4) Have charge and custody of and be responsible for all funds of the Board; (5) Receive and give receipts for money due and payable to the Board from any source; (6) Provide a financial report at all regularly scheduled Board Meetings, and at all other times as prescribed by the Board or in accordance with relevant laws and guidelines; (7) Coordinate with the Department for the preparation of an annual report; ~~and~~ (8) and perform all duties incident to the office of Treasurer; and (9) upon appointment, the Treasurer shall become the first cardholder for EHNC's account.

F. The **Corresponding Treasurer** shall: (1) Perform the duties of the Treasurer in the absence of the Treasurer; (2) Provide assistance to the Treasurer in all administrative duties. The Corresponding Treasurer is required to complete the same training the Treasurer is expected to complete. (3) Be a required signatory for the EHNC on all funding matters; and (4) upon appointment, the Treasurer shall become the second cardholder for EHNC's account.

Section 3: Selection of Officers – At the first meeting following the confirmation of elections, the members of the Board shall select from amongst the members the Board Officers.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All seated EHNC Board Members must join at least one committee and regularly attend.

Section 1: Standing Committees – The Standing Committees of the EHNC shall be chaired by a seated board member ~~agendized~~ whose agenda is set by the presiding officer and shall include, but not be limited to the following:

A. Executive Committee (Officers of the Board) - Duties include, but are not limited to, overseeing and carrying on the day to day activities of the EHNC; assisting all Board Members in adhering to all mandates as prescribed by local, state and federal law. The

Executive Committee shall meet at least six (6) times per year.

B. **Outreach Committee** - Duties include, but are not limited to, participating in community wide activities planned either by the Board or community organizations; formulating a quarterly plan on outreach activities, oversee all IT and electronic communication~~.~~ and collaborate with Corresponding Secretary and supporting board members on outreach via electronic communication, website & social media platforms. The Outreach Committee shall meet at least six (6) times per year

C. **Budget and Finance Committee** - Duties include, but are not limited to, (1) reviewing the annual budget and proposed expenditures; (2) ~~and~~ reporting to the Board, on a monthly basis, the ~~EHNC~~ financial status of the EHNC through the Monthly Expenditure Report (MER) process; and ~~but no fewer than on an annual basis. Must be chaired by the Treasurer and co-chaired~~ (3) a review and consideration of all financial proposals in committee before making recommendations to the Governing Board. ~~by Corresponding Treasurer. the Treasurer and Corresponding Treasurer.~~ All funding requests made ~~of~~ to the EHNC must be presented and vetted by the Budget and Finance Committee, with the exception that the committee cannot meet in a timely manner, then funding requests may be presented at the committee that most fits the description of the request. ~~Budget and Finance must approve funding recommendation to the board.~~ The Budget and Finance Committee shall ~~consist of Board members, stakeholders, and shall~~ be chaired by the Treasurer and co-chaired by the Corresponding Treasurer. The Budget and Finance Committee shall meet at least six (6) times per year.

D. **Youth~~/~~ & Education Committee** - Duties include, but are not limited to, exploring activities for the betterment of the youth and advocating the issues of youth in EHNC. Student Representative and Youth Representative are required to be on the Youth and Education Committee. The Youth & Education Committee shall meet at least six (6) times per year.

E. **Planning and Land Use Management ~~Entitlement Review~~ Committee (PLUM)** - Duties include but are not limited to reviewing planning department entitlement application and proposed zoning changes impacting the EHNC. The Planning and Land Use Management Committee shall meet at least six (6) times per year.

F. **Arts & Culture Committee**- Duties include highlighting the diverse arts and culture of East Hollywood, connecting artists to the greater East Hollywood Community, and employing the arts for positive change in East Hollywood. The Arts & Culture Representative shall be chair of the Arts & Culture Committee upon the seating of each new board, unless otherwise agreed upon by the board. The Arts and Culture Committee shall meet at least six (6) times per year.

G. **Business Committee**- Duties include but are not limited to enhancing the business environment in order to create a connected community of residents, stakeholders, and

business owners. The Business Representative shall be chair of the Business Committee upon the seating of each new board, unless otherwise agreed upon by the board. The Business committee shall meet at least six (6) times per year.

H. **Public Safety & Community Health Committee** - Duties include but are not limited to addressing community health and safety concerns; and engaging appropriate police and city resources to combat criminal issues. ~~It is recommended that the Public Safety Representative and Indigent Services Representative chair and co-chair the Public Safety Committee.~~ The Public Safety & Community Health Representative shall be chair of the Public Safety and Community Health Committee upon the seating of each new board, unless otherwise agreed upon by the board. The Public Safety & Community Health Committee shall meet at least six (6) times per year.

I. **Homelessness & Displacement Prevention Committee –** Duties include but are not limited to addressing issues of homelessness and displacement within the boundaries of the EHNC; addressing stakeholder concerns with city services and non-profits; and working to prevent homelessness and displacement by connecting stakeholders with services. The Homelessness & Displacement Prevention Representative shall be chair of the Homelessness & Displacement Prevention Committee upon the seating of each new board; unless otherwise agreed upon by the board. The Homeless and Displacement Prevention committee shall meet at least six (6) times per year.

J. **Bylaws, Ethics & Standing Rules Committee -** Duties include, but are not limited to, the review and recommendation of amendments to EHNC's Bylaws, Code of Conduct and Standing Rules with the sole intention of better serving EHNC stakeholders. The Bylaws, Ethics & Standing Rules Committee may be referred any action by the Governing Board, Standing or Ad-Hoc Committees to ensure Bylaws, Code of Conduct and Standing Rules are upheld. The Bylaws Committee makes recommendations to the Governing Board based on its findings. The Bylaws, Ethics and Standing Rules committee shall meet on an as needed basis.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues. For an Ad Hoc Committee to be approved, it must have a defined period of time with a set dissolution date. Chairmanship and membership are only available to Governing Board members.

Section 3: Committee Creation and Authorization – Standing Committees are consistent and follow the guidelines of the Ralph M. Brown Act and may not comprise a majority of the number of quorums of Board Members. In accordance to ~~Article I, Section 5~~ Article 5, Section 2, a committee may not have more than four (4) board members.

A minimum of one (1) Board member must chair or co-chair and serve as a liaison between each Standing Committee and the Board. Members of Standing Committees are to be appointed by the Board, but committee membership is not limited to Board members.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place – The Board shall hold regular meetings at such times as it shall fix by resolution, but in no event less than twice per calendar quarter. Special Board meetings may be called at any time by the President, or by a fifty (50) percent plus one (1) majority of Board members acting in accordance with the law.

Section 2: Agenda Setting – The Agenda shall set by a representative of the Executive Committee on a rotational basis, who will receive requested agenda items, distribute such items to the Executive Committee, and will collaboratively set the agenda in consideration of time constraints and meeting frequency. For the sake of transparency, the Executive Committee will respond to requested items with confirmation of inclusion on the agenda; or explanation of why a given agenda item could not be included.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days seventy-two (72) hours in advance of the meeting with a 24 hour round the clock accessibility and at least one (1) day twenty-four (24) hours in advance of a special meeting with same posting requirements. At a minimum, notice shall be posted at the EHNC's one (1) public notice locations filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the EHNC maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council

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 meetings. The Board, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) 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 who has previously voted on the prevailing side of the original action taken. If the 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 Recording 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 be in compliance with the Brown Act.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget prepared by the Treasurer 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 funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

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

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

E. At least once each quarter, the President and at least one (1) board member, 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.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTION

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

Section 2: Governing Board Structure and Voting – The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment C. Stakeholders shall vote at- large to elect all positions.

Section 3: Minimum Voting Age – All Stakeholders aged sixteen (16) and above shall be entitled to vote in the EHNC elections.

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 shall declare their candidacy for no more than one (1) position/district/category on the Council Board during a single election cycle.

Section 6: Other Election Related Language – Each candidate for the EHNC Board shall be a Stakeholder at the time of nomination for election to the Board.

ARTICLE XI GRIEVANCE PROCESS

The EHNC grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with approved EHNC Policies and Procedures and these Bylaws. It is not intended to apply to Stakeholders who disagree with a position or action taken by the Board at one (1) of its meetings. Instead, disagreements may be discussed publicly at Board meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

At the first regularly scheduled meeting after the election, a list will be compiled of Stakeholders who wish to serve on a grievance panel pursuant to CF-13-1689, and such list will be updated on an annual basis. Any grievance by a Stakeholder must be submitted in writing to the Board. Within fourteen (14) days after receiving a grievance, the Corresponding Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss ways in which the grievance may be resolved. After hearing the grievance, the panel will discuss possible solutions and draft a recommendation for the Board. The Recording Secretary will add the grievance panel's recommendation to the agenda of the next regularly scheduled general meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting of the Board, but the matter shall not be discussed among the Board members until the matter is heard at a meeting of the Board pursuant to the Brown Act. The Board shall hear the grievance, the grievance panel's recommendation and shall either vote at that time on the matter or at the next regularly scheduled general meeting. A decision of the Board must be made within a sixty (60) day period.

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 all meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with these ~~By-Laws~~ bylaws.

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

ARTICLE XII PARLIMENTARY AUTHORITY

The Board shall comply with all requirements of the Ralph M. Brown Act. To the extent that any matter is not covered by the Brown Act or the Board's standing rules, then the meetings shall be conducted in accordance with the Rosenberg's Rules of Order.

ARTICLE XIII AMENDMENTS

A. **Written Proposal**. During the Bylaws Amendment Period set forth by the Los Angeles Department of Neighborhood Empowerment, amendments, changes additions or deletions to these bylaws must be formalized in writing and then lodged with the Recording Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at the subsequent regular meeting of the EHNC.

B. **Effectuating Amendments**. A recommendation for amendment or adjustment of these Bylaws must be made by a 2/3rd majority vote of the Board, present and voting, not including abstentions

C. **Filing with the Department**. Within thirty (30) days after a vote recommending adjustment or amendment to the bylaws, a Bylaw Amendment Application shall be submitted to the Department along with a copy of the existing and revised bylaws for review and approval by the Department all in accordance with the Plan. No amendment shall be final and/or implemented until approved by Department. All the amendments shall be final and or implemented unless rejected within thirty (30) days of submission to the Department.

ARTICLE XIV COMPLIANCE

The EHNC, its representatives, and all Stakeholders shall refrain from violating the Brown Act and these Bylaws and shall be subject to any and all applicable federal, state and local laws.

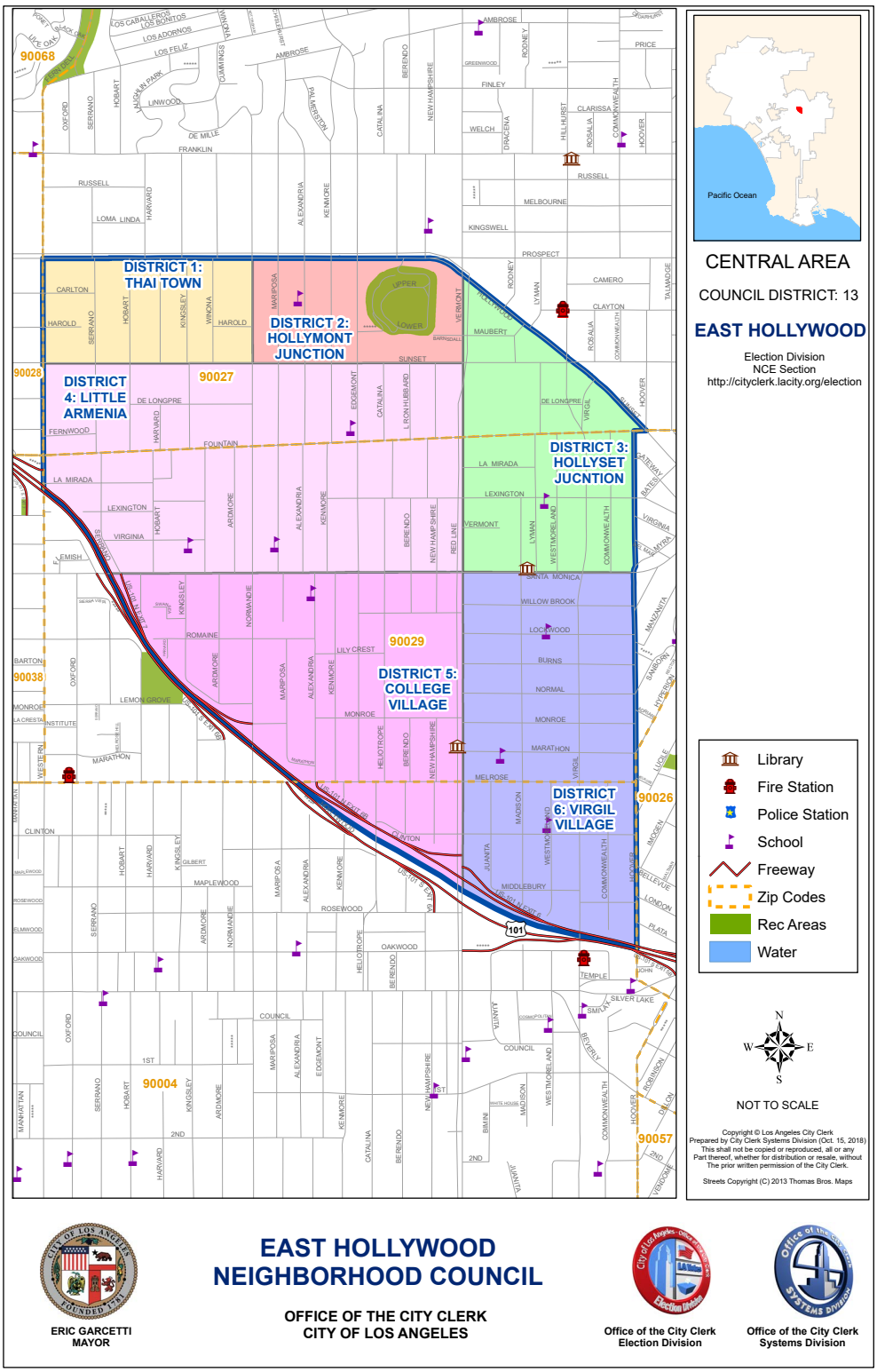
Section 1: Code of Civility – The EHNC, its representatives and all Stakeholders will endeavor to conduct business in a professional and respectful manner. In addition, Board Members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Section 2: Training – Members of the Board are mandated to attend all required trainings and expected to continue their personal growth and development with additional training or courses. In addition, all board members must take ethics and funding training prior to making

motions and voting on funding related matters. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment – The EHNC shall implement a plan tools for Self- Evaluation that may include, but not be limited to: establishing and monitoring internal and external processes and procedures that enhance the EHNC's effectiveness and using techniques and tools for evaluating, reviewing, planning, organizing, developing, implementing and assessing our Community's needs, issues and resources. The EHNC shall perform a self-evaluation by surveying community Stakeholders pursuant to the Plan. Results of the review shall be compiled and made public and submitted to the Department.

ATTACHMENT A – Map of East Hollywood Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting – 18 Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THIS SEAT	ELIGIBILITY TO VOTE FOR THIS SEAT
Neighborhood District 1: Thai Town Representative Term: 2 Years in the election of 2021; 4 years in the election of 2023; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is a resident of District 1 or who holds stakeholder status in District 1 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 2: HollyMont Junction Representative Term: ~~2 Years~~ 4 Years in the election of 2021; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is a resident of District 2 or who holds stakeholder status in District 2 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 3: Holly Set Junction Representative Term: 2 Years in the election of 2021; 4 years in the election of 2023; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is a resident of District 3 or who holds stakeholder status in District 3 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 4: Little Armenia Representative Term: ~~2 Years~~ 4 Years in the election of 2021; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is a resident of District 4 or who holds stakeholder status in District 4 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 5: College ~~Vista~~ Village Representative Term: 2 Years in the election of 2021; 4 years in the election of 2023; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is a resident of District 5 or who holds stakeholder status in District 5 by any other means.	Stakeholders who are at least 16 years of age.
Neighborhood District 6: Virgil Village Representative Term: ~~2 Years~~ 4 Years in the election of 2021; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is a resident of District 6 or who holds stakeholder status in District 6 by any other means.	Stakeholders who are at least 16 years of age.
Homelessness & Displacement Prevention Representative Term: 2 Years in the election of 2021; 4 years in the election of 2023; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is a resident or who holds stakeholder status by any other means; works with or is interested in issues pertaining to homelessness and displacement.	Stakeholders who are at least 16 years of age.
Public Safety & Community Health Representative Term: ~~2 Years~~ 4 Years in the election of 2021; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is a resident or who holds stakeholder status by any other means. Someone who is generally interested or experienced in promoting ~~in the field of~~ public safety and community health in East Hollywood. ~~such as a retired law enforcement agent.~~	Stakeholders who are at least 16 years of age.
Arts & Culture Representative Term: ~~2 Years~~ 4 Years in the election of 2021; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is a stakeholder that is involved with an arts organization or is interested in advancing the arts and culture agenda in East Hollywood.	Stakeholders who are at least 16 years of age.
Tenant Representative Term: 2 Years in the election of 2021; 4 years in the election of 2023; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who rents housing and lives in the EHNC boundary area.	Stakeholders who are at least 16 years of age.
Property Owner Representative Term: ~~2 Years~~ 4 Years in the election of 2021; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who owns residential or commercial real estate property in the EHNC boundary area.	Stakeholders who are at least 16 years of age.
Business Representative Term: 2 Years in the election of 2021; 4 years in the election of 2023; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who owns or is an employee of a business in the EHNC boundary area.	Stakeholders who are at least 16 years of age.
Student Representative Term: 2 Years	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who attends school in the EHNC boundary area.	Stakeholders who are at least 16 years of age.
~~Community Services~~ **Faith-Based Representative** Term: ~~2 Years~~ 4 Years in the election of 2021; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is an affirmed member of a faith-based organization in the EHNC boundary that provides services within the EHNC boundary area.	Stakeholders who are at least 16 years of age.
~~Community Services~~ **Non-Profit Representative** ~~(Non-Profit)~~ Term: 2 Years in the election of 2021; 4 years in the election of 2023; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholder who is at least 18 years of age who is an affirmed member of a community- based, 501c 3 non-profit organization that provides services within the EHNC boundary area.	Stakeholders who are at least 16 years of age.
Youth Representative Term: 2 Years	1	Elected, unless vacant.	Stakeholder who is at least 16 years of age ~~who is aged 16-18 representing any stakeholder category; must be~~ but under 18 years at the time of nomination. ~~and~~ The Youth Representative may continue ~~his or her~~ their term past their 18th birthday but must forfeit their seat before ~~his or her~~ their 19th birthday.	Stakeholders who are at least 16 years of age.
At-Large Representative A Term: 2 Years in the election of 2021; 4 years in the election of 2023; and every 4 years thereafter.	~~2~~ 1	Elected, unless vacant.	Stakeholders who are at least 18 years of age.	Stakeholders who are at least 16 years of age.

At-Large Representative B Term: ~~2 Years~~ 4 Years in the election of 2021; and every 4 years thereafter.	1	Elected, unless vacant.	Stakeholders who are at least 18 years of age.	Stakeholders who are at least 16 years of age.

Attachment C – Chronology of Bylaw Changes

- *June 1, 2020 - The Bylaws of the EHNC were amended by the Ad-Hoc Bylaws Committee (Chair Arasele Torrez, Co-Chair Daniel Strongman and Member Jillian Schultz), and approved by the Governing Board on this date.*