

Neighborhood Council Valley Village Bylaws Approved January 26, 2014
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**BYLAWS
FOR
NEIGHBORHOOD COUNCIL VALLEY VILLAGE**

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**ARTICLE I
NAME**

Upon certification, the name of the neighborhood council shall be the NEIGHBORHOOD COUNCIL VALLEY VILLAGE (the Council), an officially recognized advisory council hereby part of the Los Angeles Citywide system of neighborhood councils.

**ARTICLE II
PURPOSE**

- (A) The PURPOSE of the Council is to participate as an advisory body on issues of concern to our neighborhood and in the governance of the City of Los Angeles.
- (B) The MISSION of the Council is:
- (1) to provide an inclusive open forum for public discussion of issues concerning city governance, the needs of this neighborhood, the delivery of city services to this neighborhood, and on matters of a citywide nature, and;
 - (2) to advise the City of Los Angeles on issues concerning city governance, the needs of this neighborhood, the delivery of city services to this neighborhood, and on matters of a citywide nature.
- (C) The POLICY of the Council shall be:
- (1) to respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this neighborhood council;
 - (2) to remain nonpartisan and inclusive in our operations including, but not limited to, the election process for the governing body and committee members;
 - (3) to utilize the Early Notification System and to develop a process for communicating with Stakeholders to inform our neighborhood council of matters involving the City of Los Angeles and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
 - (4) to encourage all Community Stakeholders to participate in all activities of this neighborhood council;
 - (5) 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;
 - (6) to have fair, open, and transparent procedures for the conduct of our neighborhood council business.

**ARTICLE III
BOUNDARIES**

Section 1: Boundary Description

The Council ~~encompasses~~includes a geographic area within the following boundaries;for which the boundaries are described as follows:

- (1) On the North; by the South side of Burbank Boulevard
- (2) On the South; by the Ventura Freeway (~~US~~The 101).
- (3) On the East; by the Hollywood Freeway (~~SR~~The 170).
- (4) On the West; by the Tujunga Wash.

The boundaries of the Council are set forth in Attachment A – Map of Neighborhood Council Valley Village.

Section 2: Internal Boundaries

Not applicable.

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 of Valley Village 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.

MEMBERSHIP shall mean and is synonymous with STAKEHOLDER.

ARTICLE V GOVERNING BOARD

The BOARD shall mean a Governing Body within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (Plan) also to be known herein as the Board of Directors.

Section 1: Composition

The Board shall consist of fifteen (15) Stakeholders elected, selected or appointed by the Board and/or Membership from qualified representatives from the following interests:

- One (1) Community Service Based Seat
- One (1) Education Based Seat
- One (1) Faith Based Seat
- One (1) At Large Stakeholder Seat “A”
- One (1) At Large Stakeholder Seat “B”
- Two (2) Business Seats
- Four (4) Homeowner Seats
- Four (4) Residential Renters (inclusive of apartment, condominium and single-family dwellings)

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”) per the Plan.

Section 2: Quorum

The quorum for all regular meetings of the Board shall be no less than eight (8) members of the Board, of which three (3) must be elected officers.

No action may be taken by any committee or by the Board in the absence of a quorum.

Section 3: Official Action

The Board shall take Official Action by a majority vote of the total number of Board members present at the Meeting, excluding abstentions. Abstentions shall only count as abstentions and not as a "no" vote. A majority vote on any matter on the Board's agenda cannot be made unless there is a quorum. There shall be no proxy voting.

~~there is a quorum. There shall be no proxy voting.~~

Section 4: Terms and Term Limits

(A) Board members shall serve a four (4) year term upon election.

(B) Beginning in 2012, the NCVV Board election shall be held according to the following schedule:

2012 One (1) Education Based Seat
 One (1) At Large Seat "B"
 One (1) Business Seat "B"
 Two (2) Homeowner Seats "B"
 Two (2) Residential Renter Seats "B"

2014 One (1) Community Service Based Seat
 One (1) Faith Based Seat
 One (1) At Large Seat "A"
 One (1) Business Seat "A"
 Two (2) Homeowner Seats "A"
 Two (2) Residential Renter Seats "A"

(C) Board members shall not be limited in the number of terms that they may serve.

Section 5: Duties and Powers

(A) Duties:

- (1) All Board members must be compliant with the City of Los Angeles' ethics training;
- (2) All Board members must serve on at least one (1) standing Committee;
- (3) All Board members are expected to attend ~~scheduled~~the monthly Board meetings.

(B) Powers:

The powers given to all Board members are powers granted by the Plan and these bylaws.

(C) The Board shall:

- (1) approve a budget submitted by the Treasurer and approve all other monetary matters submitted by the Treasurer;

- (2) act generally upon all questions affecting the interests of Stakeholders;
- (3) create a system for the election or selection or appointment of Stakeholders to committees, sub-committees, and/or ad hoc committees, as the need arises;
- (4) amend the bylaws to reflect the ~~establishment~~institution of any permanent or standing committee(s).
- (5) to the best of the Board's ability, annually appoint no more than two (2) ex-officio student members who shall be at least sixteen (16) years of age and no older than eighteen (18) years of age, and reside within the boundaries of Valley Village, at the time of appointment. ~~..at the time of appointment.~~

Section 6: Vacancies

A vacancy on the Board shall be filled by the following procedure:

- (A) Any Stakeholder~~(s)~~ interested in filling a vacant seat on the Board shall submit a written application~~(s)~~ to the Secretary.
- (B) The Secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.
- (C) If only one (1) Stakeholder has made application for a vacant seat, then a vote of the Board shall be taken and the applicant installed by majority vote of the Board. If more than one (1) Stakeholder has made application for an empty seat, then an open and fair vote by all Stakeholders present shall be taken at the next regularly scheduled meeting of the board, prior to the call to order of the meeting. The vote shall be presided over by the Elections Chair and shall include one (1) vote per Stakeholder, and shall be conducted in accordance with Article X.
- (D) When a vacant seat is filled by the aforementioned process, that seat shall be filled for the remainder of the elected term of the seat. In no event shall a vacant seat be filled where the election to fill seats on the Board is scheduled to be held within one hundred and twenty ~~(180)~~(20) calendar days from the date the applicant (Stakeholder proposing to fill the vacancy) tenders a written application to the Secretary.

Section 7: Absences

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Section 8: Censure

Any disciplinary actions will be taken according to Robert's Rules of Order Newly Revised, our parliamentary authority.

Section 9: Removal

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 signature of two hundred (200) Stakeholders. The Secretary shall then have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board. A vote of "no confidence" by two-thirds (2/3) of the ~~full~~ Board shall be necessary to remove the identified Board member forthwith. The Board member that is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If an adequate number of Board members are not present to take a vote on removal,

the matter shall be placed on the agenda for next regular meeting, and every meeting thereafter, until such time as a vote is taken.

The Board is empowered by two-thirds (2/3) vote to remove any Officer or member of the Board for nonperformance. Any vacancy occurring ~~here from~~ shall be filled in accordance with Section 6 of Article V.

Section 10: Resignation

Any Board member may resign their position at any time. A Board seat resignation will be submitted by the resigning Board member, in writing, to the President of the Board, and presented to ~~any member of the Board or Officer and~~ presented to the full Board at the next regularly scheduled meeting of the Board. The seat will be declared vacant at that time by the Secretary of the Board.

Section 11: Community Outreach

It is the intention of the Neighborhood Council system to engage Stakeholders in city governance and community improvement through outreach of the Council. This Council shall conduct appropriate outreach focused on helping the Council meet this objective, within the Valley Village boundaries and, when appropriate, in adjacent communities, ~~focused on helping the Council meet this objective~~.

**ARTICLE VI
OFFICERS**

Section 1: Officers of the Board

There shall be four (4) officers named President, Vice President, Treasurer and Secretary. All elected officers serve at the pleasure of the Board.

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) be the chairperson of the Board;
- (2) produce and properly post an agenda for all meetings;
- (3) be an ex-officio member of all committees;
- (4) be a member of and chair of the Executive Committee;
- (5) appoint, with the approval of the Board, the chairpersons of all committees, and when possible a parliamentarian with working knowledge of Robert's Rules of Order Newly Revised and the Ralph M. Brown Act.
- (6) supervise and coordinate the work of the Council ~~including the Council's special events~~;
- (7) act as the spokesperson for this Council as an official representative to

the public and media unless otherwise designated;

(8) ~~provide~~notify the Department with all necessary information of all new Board members, and carry out whatever other duties may be required;

(B) THE VICE PRESIDENT SHALL:

(1) assist the President and preside in the absence of the President;

(2) in the absence of the President, assume any and all duties of the President as set forth in Article VI, Section 2 (A);

(3) in the event of death or resignation of the President, become the President for the unexpired term;

(4) be Chair of the Election Committee, and a member of and Vice Chair of the Executive Committee;

(5) carry out whatever other duties may be required.

(C) THE SECRETARY SHALL:

(1) be present to take and prepare minutes of all meetings of the Board, and to have the minutes distributed to the Board prior to the next meeting;

(2) inform stakeholders of the agenda for the Board~~next~~ meeting no less than seventy-two (72) hours in advance of the meeting;

(3) post a notice of upcoming board meetings in one local publication tailored to reach the largest number of identifiable Stakeholders in the area;

(4) note in the minutes the establishment or conclusion of work~~ending up~~ of committees other than standing committees;

(5) carry out other secretarial duties as may be required.

(D) THE TREASURER SHALL:

Perform t~~The~~ duties and responsibilities of the Treasurer as~~are~~ detailed in Article IX Finances.

Section 3: Selection of Officers

The Officers are elected by the Board members, and that election shall take place after all Board members are seated at the first meeting after the end of the election challenge period for the scheduled NCVV election. Only Board members may nominate and vote for the Officers. A representative of the Department, the City Clerk's Office, the Parliamentarian or any elected official of the City of Los Angeles may conduct the election until the time a President or Vice President is elected, at which time the newly elected President or Vice President may take over the election for the remainder of the Officers.

Section 4: Officer Terms

Officers are elected for two (2) year term~~s~~ and are elected for the duration of the two (2) years until the next regular election of the Neighborhood Council system.

ARTICLE VII

COMMITTEES AND THEIR DUTIES

Section 1: Standing Committees

The Standing Committees of the Council shall include City Services, Communications, Elections and Bylaws, Events and Outreach, Executive, Finance, Planning and Land Use, and Valley Village Vision.

A. THE EXECUTIVE COMMITTEE. The Executive Committee shall be comprised of the four (4) Officers of this Council and any other person(s) whom the four (4) Officers ~~together~~ invite unanimously to attend the Executive Committee meeting.

B. THE ELECTIONS AND BYLAWS COMMITTEE. The Elections and Bylaws Committee shall:

- (1) consist of three (3) or more members of the Board and Stakeholders;
- (2) be a combined standing committee of Neighborhood Council Valley Village and be chaired by the Vice President, who shall be responsible for NCVV elections. In the event that the Vice President is a candidate for election to the NCVV Board, a Board ~~Board~~ member who is not standing for election may be appointed by the Executive Committee to Chair the election;
- (3) be responsible for promoting the scheduled Council election each two (2) years, and any special elections that may be required, and be responsible for integrating the required duties of the Board related to any such election into the structure/assistance provided by any City ordinance, policy or procedure;
- (4) review outcome indicators of each election and make recommendations to the Board related to improving the Council's elections;
- (5) submit amendments or revisions of these bylaws, if any, to the Board no fewer than ninety (90) days prior to the election for consideration and a vote of the Board;
- (6) review all proposed bylaw amendments submitted by Stakeholders for possible conflicts ~~with~~ existing _____ provisions, providing a written opinion to the Board no fewer than ninety (90) days prior to the election _____ for consideration and a vote of the Board;
- (7) upon approval of the Board, submit the changed bylaws to the Department once the changes have been made; ~~by whoever has the bylaws on their computer and is able to make the changes;~~
- (8) perform other duties as assigned by the President, Executive Committee and the Board, that are within its purview.

C. THE CITY SERVICES COMMITTEE. The City Services Committee shall:

- (1) consist of a minimum of five (5) members;
- (2) represent the Council and its stakeholders in matters related to the provision of city services, including but not limited to utilities, fire and police protection, finances (taxes, levies), transportation, street services, parks and recreation, etc.;
- (3) represent interests of Valley Village Park to the City of Los Angeles, Bureau of Parks, and to the stakeholders of Valley Village and surrounding communities;

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(4) be responsible for Valley Village's interests in the CERT program and Neighborhood Watch program;

(5) perform other duties as assigned by the President, Executive Committee and the Board, that are within its purview.

D. The COMMUNICATIONS COMMITTEE. The Communications Committee shall:

(1) consist of a minimum of three (3) members;

(2) be responsible for all Council communications, be the liaison to all media and news outlets, and work with the Events and Outreach Committee to conduct effective marketing for the Council;

(3) be responsible for the Council website;

(4) be responsible for producing and circulating all electronic communications and print newsletters;

(5) be responsible for coordinating communication between the President and/or Vice President and media outlets, as well as to Stakeholders;

(6) ~~d~~Develop, ~~and/or~~ review and/or approve all Council marketing and press related materials;

(7) perform other duties as assigned by the President, Executive Committee and the Board, that are within its purview.

E. THE PLANNING AND LAND USE COMMITTEE. The Planning and Land Use Committee shall:

(1) consist of at least seven (7) members;

(2) function as a liaison between stakeholders of the Council and the City of Los Angeles Planning Department;

(3) meet at least one (1) time per month (excepting periodic conflicts) for the purpose of reviewing plan submissions and providing feedback to the City Planning Department as well as the stakeholder(s) submitting the plan;

~~(4) be tasked with responsibility for our community's interests in the Valley Village Specific Plan as well as the North Hollywood Community Plan;~~

(5) maintain a systematic approach to receiving proposed projects that are within the boundaries of or affect the stakeholders of Valley Village;

(6) maintain a systematic approach for reviewing and providing feedback on proposed projects that are within the boundaries of or affect the Stakeholders of Valley Village;

(7) maintain a systematic approach for tracking projects and providing continued feedback on project progress for projects that are initiated within the boundaries of or affect the Stakeholders of Valley Village;

(8) attempt to meet periodically with representatives of the City of Los Angeles Planning Department via the Chair and designated representatives of PLU.

(9) function as a liaison to other community groups with a vested interest in planning and development issues within the boundaries of or affecting the Stakeholders of Valley Village;

(10) be responsible for all other planning and/or development activities within Valley Village or within communities near to Valley Village that would impact the quality of life for Valley Village Stakeholders;

(11) work in conjunction with Valley Village Vision Committee on long-term planning matters that impact the community of Valley Village

(12) perform other duties as assigned by the President, Executive Committee and the Board, that are within its purview and so stated in these bylaws.

F. The EVENTS AND OUTREACH COMMITTEE. The EVENTS AND OUTREACH Committee shall:

(1) consist of a minimum of three (3) members;

(2) be responsible for any events and/or outreach that are initiated to benefit the stakeholders of Valley Village;

(3) be responsible for proposing and executing events and/or outreach that enhance the sense of community for the Stakeholders of Valley Village;

(4) act as a liaison for the Council and its interests to any community based event that might benefit or otherwise impact the Stakeholders of Valley Village;

(5) provide the Board with feedback on projects and/or events and how they impact the stakeholders of Valley Village;

(6) host, at minimum, two (2) sponsored signature events within the boundaries of Valley Village to enhance the community;

(7) work closely with Communications Committee to ensure sufficient dissemination of event information to our stakeholders

(8) perform other duties as assigned by the President, Executive Committee and the Board, that are within its purview and so stated in these bylaws.

G. The VALLEY VILLAGE VISION COMMITTEE. The VALLEY VILLAGE VISION Committee shall:

(1) consist of a minimum of three (3) members

(2) be responsible for long term planning and projects that benefit the stakeholders of Valley Village

(3) be responsible for executing and overseeing long term projects that enhance the sense of community for all stakeholders in Valley Village

(4) work closely with the Planning and Land Use Committee and the Valley Village Homeowners Association to develop a comprehensive long term vision of the community including but not limited to the Valley Village Specific Plan

(5) serve as the liaison for NCVV in matters relating to the North Hollywood Community Plan

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- (6) coordinate on city wide projects as needed with other NCVV committees ~~as needed on city wide projects~~
- (7) perform other duties assigned by the President, the Executive Committee and the Board that are within its purview as so stated in these bylaws

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Section 2: Ad Hoc Committees

The Board may from time to time establish an ad hoc committee. Such committee ~~must~~ have a specific purpose and a defined time frame of less than one (1) year. They may report to a standing committee or to the ~~full~~ Board. Only a currently elected Board member may chair an ad hoc committee.

Section 3: Committee Creation and Authorization

- A. Committees, sub-committees and ad hoc committees may only be established by the Executive Committee or by the ~~full~~ Board. All Committees, sub-committees and ad hoc committees must be approved by majority vote of the ~~full~~ Board before they may begin their duties.
- B. The Chairperson of each standing committee shall be a member of the Board. All committee meetings shall be run in accordance with the Ralph M. Brown Act and Robert’s Rules of Order Newly Revised.
- C. Quorums for committee meetings: The quorum for any regular meeting of the Board’s standing committees shall be no less than 50 (fifty) percent plus one (1). If the Chair of the committee is not present, then a person appointed by the Chair of the committee who is a member of said committee may conduct the committee meeting. The President may conduct the meeting in the absence of the Chair. No action may be taken by any committee in the absence of a quorum.

**ARTICLE VIII
MEETINGS**

All meetings, as defined by the Ralph M. Brown Act, shall be noticed and conducted in accordance with the Act.

Section 1: Meeting Time and Place

Meetings of the Board shall be held monthly or more often as determined by the Board. All meetings shall be held within the Council boundaries at a location, date and time set by the Board.

Section 2: Agenda Setting

The President shall produce an agenda for all meetings of the Board.

Section 3: Notifications/Postings

The agenda is posted for public review on myvalleyvillage.com, the Department of Neighborhood Empowerment website, and at Faith Presbyterian Church, 5000 Colfax Avenue, and is sent to NCVV’s database of stakeholders.

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Section 4: Reconsideration

The Board may reconsider and amend its action on ~~items~~ listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (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 be reconsidered 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 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.

ARTICLE IX FINANCES

- (A): The Treasurer of this Council shall oversee and be charged with the full custody and control of all Council funds and assets.
- (B): The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with all applicable local, state, or federal laws. The Treasurer may also request outside assistance from the Department. The Treasurer shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.
- (C): The Treasurer or his/her designee shall make a report to the Board on the Council's finances at every regular meeting of the Board.
- (D): The Treasurer shall be responsible for annually preparing or coordinating the preparation of a financial statement for the Department. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or a system by which the Council's finances and book of accounts can be reviewed by the Department pursuant to the Plan.
- (E): The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election.

The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections. The election shall be presided over by the Elections Chair, and the vote shall be conducted by secret ballot, one (1) vote per Stakeholder.

Section 2: Governing Board Structure and Voting

All seats are open to anyone who lives, works or owns property in Valley Village. At-Large A and At-Large B seats are open to anyone who lives, works or owns real property in Valley Village, or declares and affirms a stake in Valley Village as a community interest stakeholder.

[Stakeholders who live, work or own real property in Valley Village are eligible to vote for all seats that are open for election. Stakeholders who do not meet the live, work or own real property requirements but declare and affirm a stake in Valley Village as a community interest stakeholder are only eligible to vote for the At-Large A and At-Large B seats.](#)

[Eligibility criteria for all NCVV Board seats are detailed in Article V, Attachment B. See ARTICLE V and Attachment B.](#)

Section 3: Minimum Voting Age

In order to cast a ballot, a Stakeholder must be at least eighteen (18) years of age on the date of the election.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing documentation [in compliance with acceptable](#) to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 5: Restrictions on Candidates Running for Multiple Seats

Stakeholders can run for no more than one (1) Board seat.

Section 6: Other Election Related Language

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

ARTICLE XI GRIEVANCE PROCESS

A grievance process allows a Stakeholder to express their concern [to the Board](#) regarding a procedural dispute ~~to the Board~~. Board members may not file a grievance against another Board member of the Council. Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an ad hoc grievance panel comprised of five (5) Stakeholders who are randomly selected by the Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved. The Secretary will facilitate the meeting.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws.

In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall be the parliamentary authority for the running of all meetings of this Neighborhood Council and its Committees. State, Federal or local law shall take precedence where there is any conflict with Robert's Rules of Order.

**ARTICLE XIII
AMENDMENTS**

Amendments, changes, additions or deletions to these Bylaws may be proposed by the Board or any stakeholder(s) during the public comment period of a regular meeting of the Board. A proposal to amend these bylaws must be formalized in writing by the Elections Committee and presented to the Secretary or whoever is responsible for preparing the agenda for the next regular meeting of the Board. The proposed amendment will be placed on the agenda for public discussion at a subsequent regular meeting of the Board.

A recommendation for amendment or adjustment of these bylaws must be made by the Elections Committee and approved by a two-third (2/3) vote of the Board. Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the bylaws, a Bylaws amendment application shall be submitted to the Department along with a copy of the Bylaws for review and approval by the Department.

**ARTICLE XIV
COMPLIANCE**

The Council is committed to developing a system whereby pertinent information is transmitted to our Stakeholders. The Council, its representatives and all stakeholders will refrain from violating Board rules and shall abide by all city, county, state and federal laws that apply. All Board members will maintain their certification through completion of mandatory ethics training provided by the City of Los Angeles and the Department. Board members who do not maintain compliance with City training and policies are subject to potential action from the Department and/or the City Attorney.

Section 1: Code of Civility

The Council, its representatives and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

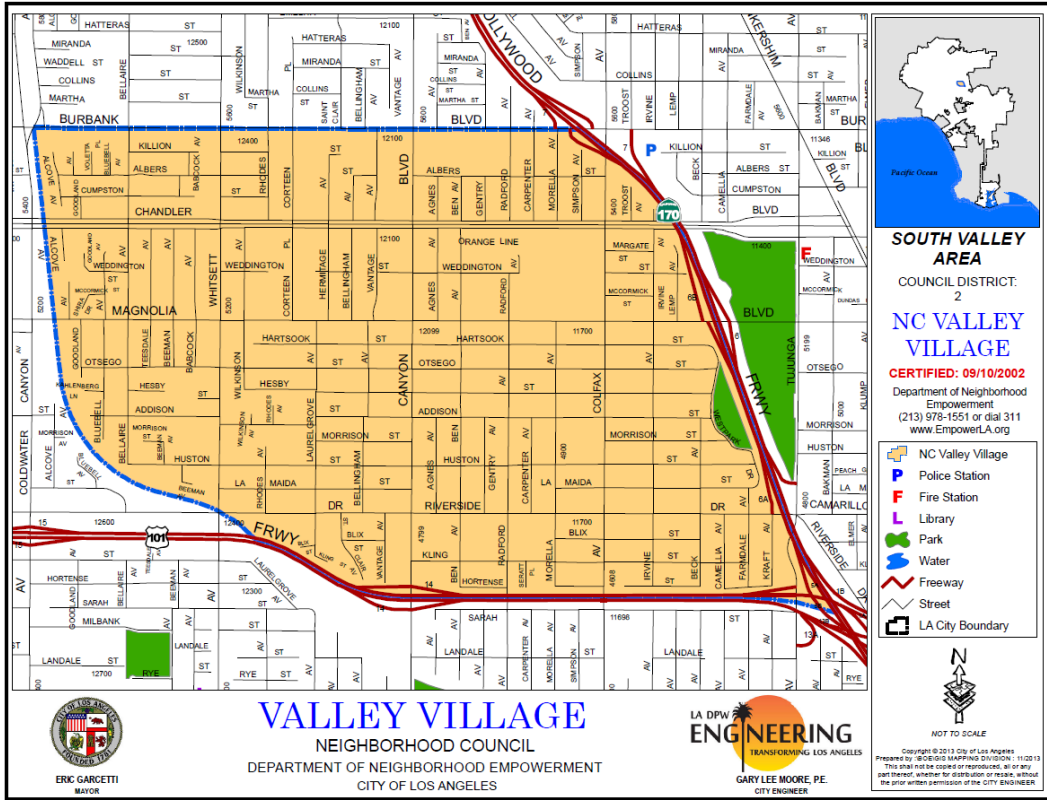
Section 2: Training

Board members elected to the Board may be required to participate in training provided by the Board, the Elections Committee, the Department, and the City of Los Angeles. All elected Board members must be in compliance with Ethics Training requirements and other mandatory training required by the City of Los Angeles.

Section 3: Self-Assessment

The Board must participate in annual self-assessment as required by the Plan. This self-assessment will be administered by The Elections Committee each year.

ATTACHMENT A – Map of Neighborhood Council Valley Village



ATTACHMENT B – Governing Board Structure and Voting

Neighborhood Council Valley Village – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Homeowner Representatives Term: 4 Years	4	Elected	Stakeholders who are homeowners within the boundaries of Valley Village and who are 18 years or older.	Stakeholders <u>who live, work or own real property in Valley Village</u> as defined in Article IV <u>and</u> who are 18 years or older.
Renter Representatives Term: 4 Years	4	Elected	Stakeholders who are renters within the boundaries of Valley Village and who are 18 years or older.	Stakeholders as defined in Article IV who are 18 years or older. Stakeholders <u>who live, work or own real property as defined in Article IV</u> and who are 18 years or older.
Business Representatives Term: 4 Years	2	Elected	Stakeholders who are business owners or work within the boundaries of Valley Village and who are 18 years or older.	Stakeholders as defined in Article IV who are 18 years or older. Stakeholders <u>who live, work or own real property as defined in Article IV</u> and who are 18 years or older.
Education Representative Term: 4 Years	1	Elected	Stakeholder who is affiliated with a Valley Village education-based entity/organization and who is 18 years or older.	Stakeholders as defined in Article IV who are 18 years or older. Stakeholders <u>who live, work or own real property as defined in Article IV</u> and who are 18 years or older.
Faith Based Representative Term: 4 years	1	Elected	Stakeholder who is affiliated with a Valley Village faith-based organization and who is 18 years or older.	Stakeholders as defined in Article IV who are 18 years or older. Stakeholders <u>who live, work or own real property as defined in Article IV</u> and who are 18 years or older.
Community Based Representative Term: 4 Years	1	Elected	Stakeholder who is affiliated with a Valley Village or Los Angeles-based community service organization and who is 18 years or older.	Stakeholders as defined in Article IV who are 18 years or older. Stakeholders <u>who live, work or own real property as defined in Article IV</u> and who are 18 years or older.
At-Large Representative A Term: 4 Years	1	Elected	Stakeholder as defined in Article IV and who is 18 years or older.	Stakeholders <u>who live, work or own real property or declare and affirm a stake in the community as defined in Article IV</u> and who are 18 years or older.
At-Large Representative B Term: 4 Years	1	Elected	Stakeholder as defined in Article IV and who is 18 years or older.	Stakeholders <u>who live, work or own real property or declare and affirm a stake in the community and as defined in Article IV</u> who are 18 years or older.

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