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ARTICLE I – NAME
The name of the organization shall be: Del Rey Neighborhood Council (“DRNC” or “Council”).

ARTICLE II - PURPOSE

Principles of Governance - The purpose of the Council is to participate as a 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.

A. The MISSION of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;

3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and

4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The POLICY of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;

3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City 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 activities of the 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, homeowner/renter status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.
ARTICLE III – BOUNDARIES

Section 1: Boundary Description

A. DRNC Boundaries. Beginning at the centerline of Del Rey Avenue southeast of its intersection with Washington Boulevard, at the southwesterly prolongation of the southeasterly boundary of the City of Culver City southeasterly of Washington Boulevard. Said boundary being established April 11, 1927 by ORD 56497. Thence northeasterly along said irregular jogging boundary line to the southwesterly boundary line of Culver City, southwest of Sawtelle Boulevard. Thence southeasterly along said irregular and jogging City boundary line to an irregular City boundary line, established August 28, 1952 under CF 53079, southeasterly to the centerline projection of Emporia Avenue, thence southwesterly along the southeasterly line of Tract 16954 to the northeast property line of Mesmer Avenue, hence southeasterly along said City boundary to the northwesterly property line of Jefferson Boulevard; thence northeasterly along said City boundary to the southwesterly property line of Bankfield Avenue to a southwesterly jog in the boundary of Culver City; thence southwesterly along this City boundary line to the centerline of Centinela Avenue; hence westerly along said centerline in an arc concave southerly to its centerline intersection with Jefferson Boulevard. Thence southwesterly along the centerline of Jefferson Boulevard and Bay Street (vacated), thence northwesterly along the centerline of Bay Street to the center of the Los Angeles County storm drain easement known as Ballona Creek; thence southwesterly along the center of the creek to the centerline of Lincoln Blvd.; thence northwesterly along the centerline of Lincoln Boulevard to its centerline intersection with Maxella Avenue; thence northeasterly along the centerline of Maxella Avenue to its centerline intersection with Del Rey Avenue; thence northwesterly along Del Rey Avenue to the point of beginning.

B. The unincorporated Los Angeles County territory located northerly of Jefferson Boulevard and westerly of Centinela Avenue is excluded from the Del Rey Neighborhood Council area until such time that it may be annexed to the City of Los Angeles.

Section 2: Internal Boundaries (See Attachment A)
Geographic Representation Areas. The Year 2000 Federal Census Tracts within DRNC shall constitute the following areas from which eight (8) Geographical Area Directors shall be elected:

- Area A. Census Tract 2754
- Area B. Census Tract 2753.02
- Area C. Census Tract 2753.11
- Area D. Census Tract 2752
- Area E. Census Tract 2751
- Area F. Census Tract 2755.10
- Area G. Census Tract 2755.20
- Area H. Census Tract 2756.01
ARTICLE IV – STAKEHOLDER

A. 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.

B. Member Rights: Stakeholders shall have at minimum the following rights:

1. To vote to elect the Board of Directors, as specified in Article X.
2. To initiate discussion on an action, policy, or position.
3. To make use of initiative, referendum, recall, and grievance procedures.
4. To participate in and provide feedback at all DRNC meetings of the DRNC.
5. To participate on standing and ad hoc committees and/or assist with the various activities of the DRNC, as specified in Article VII.

C. Privacy. The DRNC database will be deemed confidential. The Communications Officer and the Communications and Outreach Committees shall maintain the member database. The Communications Officer shall disseminate official DRNC business requiring communication to the Voting Members. The data will not be released to any person or organization for any reason not related to DRNC business including, but not limited to, commercial, political, social, religious, or service purposes. Any information pertaining to the business of the DRNC may be subject to disclosure per the Public Records Act.

ARTICLE V – GOVERNING BOARD

Section 1: Composition

A Board of Directors (Board) consisting of fifteen (15) Directors, including seven (7) elected Officers, and eight (8) geographically elected Area Directors, each representing one (1) geographical area, shall manage the business of this Council. Directors must be Stakeholders and geographically elected Area Directors must be Stakeholders who live, work, or own property or have a community interest in the geographical area that they are elected to represent. The immediate Past President, if not a present Director, shall be an advisory non voting honorary Director, if he/she desires.

Section 2: Quorum
Eight (8) voting members of the Board shall constitute a quorum. Honorary Directors shall not be counted for quorum purposes.

Section 3: Official Actions

A simple majority vote by the Board members present and voting not including abstentions or ineligibles to vote on that matter at a meeting shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits.

Officers and Area Directors serve a term of two (2) years or until the election of new Board members is certified by the City.

Board members, whose positions are up for election, shall remain in office for quorum and voting purposes until the successor to that office is installed.

Term limits – No Board member may serve more than three (3) consecutive terms in any one (1) specific office of the DRNC Board beginning in 2012.

Section 5: Duties and Powers.

The primary duties of the Board shall be to govern the Council 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 President. The President may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council 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 President.

Section 6: Vacancies.

The Vice President shall succeed to the Office of President should a vacancy occur. All other Board vacancies shall be attempted to be filled by a majority vote of the Board members present at a Board meeting to be held within ninety (90) days of the vacancy. A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to temporarily appoint someone to fill the vacancy from any applicants or among any other qualified Stakeholders at any time, until a permanent replacement is selected by a majority vote of the Board at a public meeting. The selected Board member’s term shall be limited to the term for the vacated seat.

Any Area Director seat that remains vacant for ninety (90) days shall become an At Large seat and may be filled by any Stakeholder who lives, works, or owns property within the DRNC boundaries for the remainder of the current term. The seat shall revert back to the original qualifications at the next election.

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Section 7: Absences.

Any Board member who misses three (3) regularly scheduled consecutive Board meetings or, five (5) total Board meetings during any twelve (12) month period will be automatically removed from the Board. Each Board member absence shall be recorded in the Council’s meeting minutes or other manner of Council record keeping, and that, upon missing the required number of Board meetings for removal, the Council Presiding Officer shall notify the Board member and provide notice to that Board member that their seat has been declared vacant and announce the vacancy at the next regular Board meeting. When the position is announced as vacant, it will be filled as per Article V, Section 6. Any regularly scheduled meeting of the Board, noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance.

Section 8: Censure.

The Council can take action to publicly reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members.

The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. Petition by Stakeholders— A Board member may be removed from office for good cause by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of fifty (50) Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Board meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.

3. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

B. Petition by Board - A Board member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Standing Rules or Code of Conduct following a Board member’s submission to the Board of a petition which includes: i) the identity of the Board member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least
five (5) Board members.

1. The petition shall be delivered simultaneously to all Board members and the matter placed on the agenda and scheduled for a vote at the next regular Board meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.

3. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council’s vacancy clause (see Article V, Section 6).

Section 10: Resignation:

A Board member may resign from the Council, by notifying the President and Secretary in writing (paper or electronic mail), and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board.

Section 11: Community Outreach

The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI - OFFICERS

Section 1: Officers of the Board.

The elected officers of the Council shall be as follows:
President  
Vice President  
Outreach Officer  
Treasurer  
Secretary  
Communications Officer  
Land Use Officer

Section 2: Duties and Powers.

A. The President shall preside at all Board, and Special meetings. Once a year He/She shall present an annual report of the work of the Council. He/She shall appoint all Ad-hoc Committee Chairpersons. He/She shall see all books, reports and certificates required by law are properly kept or filed. He/She shall be one of the officers who may sign the checks or drafts of the Council. He/She shall have such powers as are necessary to carry out and conduct the business and proceedings of the Council. The President shall be an ex-officio member of all DRNC Committees. He/She (or his/her designee) shall be the official spokesperson for the Council.

B. The Vice President shall in the event of the absence or inability of the President to exercise her/his office become acting president of the Council with all the rights, privileges and powers as if he/she had been the duly elected president. The Vice President shall coordinate the Area Directors and shall be responsible for overseeing all DRNC committees. The Vice President shall also act as chief liaison with other Neighborhood Councils and NC organizations.

C. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department of Neighborhood Empowerment’s (Department) policies and procedures as specified in Article IX. The Treasurer shall chair the Budget and Finance Committee.

D. The Secretary shall be responsible for the minutes of all Board meetings and shall see that draft and approved Board meeting minutes are posted on the DRNC website. The Secretary shall maintain all public records of the DRNC and shall act as the DRNC designated person for service. In addition, the Secretary shall receive and log all submissions and correspondence to the DRNC and refer them to the appropriate Officer or Committee within seven (7) days. The Secretary shall monitor Board member absences and the eligibility of each Board member to vote.

E. The Communications Officer’s duties shall include, but are not limited to: Maintain website, broadcast information, maintain mailing lists, post necessary notices on the DRNC website.
F. The Outreach Officer shall be the Chair of the Outreach and Events Committee and will organize special events and semi-annual Town Halls inclusive of Del Rey Day. The Outreach Officer is primarily responsible for DRNC publicity, and will work with Stakeholders, Board Officers, and Committees to promote participation in Neighborhood Council activities.

G. The Land Use Officer shall chair the Land Use and Planning Committee and shall be the DRNC spokesperson for land use issues before all LA City land use entities.

Officers shall by virtue of their office be members of the Board. No Officer shall for reason of her/his office be entitled to receive any salary or compensation

Section 3: Selection of Officers.

The seven (7) Board Officer seats are open at-large positions. All eligible Stakeholders may vote for each of the seven (7) Board Officer positions during the election.

Section 4: Officer Terms.

Officers serve a term of two (2) years or until the election/seating of new Board members is certified by the City. However, Board members, whose positions are up for election, shall remain in office for quorum and voting purposes until the successor to that office is installed.

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 members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees

Standing Committees may be established by a vote of the Board to amend these bylaws. Suggestions for committees may come from Stakeholders or from members of the Board.

The Standing Committees shall include but are not limited to:

A. The Executive Committee. Composed of the seven elected Officers and chaired by the President. A quorum consists of four (4) members. This committee is responsible for setting the agenda for Board of Directors meetings however the Committee shall not discuss the merits of proposed agenda items. Unless otherwise stated in these bylaws the Executive Committee shall nominate the Chairs of the Standing Committees for approval by the Board.

C. Community Services / Health & Wellness Committee. Responsible for planning, vetting, discussing and making recommendations regarding Senior Services, Youth Enrichment, Parks, Health & Wellness, Public Works, Department of Water and Power and Public Safety issues and actions affecting Del Rey.

D. Land Use and Planning Committee. Chaired by the Land Use Officer. The Land Use and Planning Committee shall review, take public input, report on and make recommendations of actions to the Board of Directors on any land use, planning, traffic, or transportation issues affecting the community. The Land Use and Planning Committee recommendations to the Board of Directors shall be in the form of a written report, which shall include a project description, pros & cons, a summary of community input and any LUPC findings.

E. Budget and Finance Committee. Chaired by the Treasurer. Prepares the DRNC Annual Budget to the Board for ratification and submission to the Department. Monitors and tracks expenditures, confirming that all Department guidelines are met. Provides a monthly Financial Report to the Board for approval.

F. The Outreach Committee. Chaired by the Outreach Officer. Develops Stakeholder interest and publicizes DRNC activities.

G. The Education Committee. The Education Committee serves to connect community members to neighborhood programs and institutions. It will commit its resources to raising community awareness of Del Rey’s rich variety of educational opportunities.

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

A. Committee Authority. Committees may only make recommendations. All committee recommendations shall be brought back to the full Board for discussion and action.

B. Committee Structure. With the exception of the Executive Committee, Committee members shall be appointed by the Chair of each committee.

Standing Committees shall be comprised of at least two (2) Board members and have a minimum of three (3) and up to fifteen (15) members and may include any interested Stakeholders.
Ad Hoc Committees shall be comprised of at least one (1) Board member and have a minimum of three (3) members and may include any interested Stakeholders. Ad Hoc Committees shall exist until their mission has been accomplished but no longer than one (1) year. They may be temporarily extended by the action of the Board

C. Committee Appointment. Unless otherwise stated in these bylaws, all Standing Committee chairs shall be Board members nominated by the Executive Committee and approved by the Board. A Stakeholder may serve as co-chair.

Ad Hoc Committee chairs shall be appointed by the President. Ad Hoc committees may be chaired by a Stakeholder provided that a Board member sits on the committee.

All Ad Hoc Committees shall terminate with the seating of each newly elected Board.

D. Committee Meetings. Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

E. Changes to Committees. The Board may establish, disband or make changes as needed to any Standing Committees by amending these bylaws. Ad Hoc Committees may be changed by Board action. Any such action by the Board shall be noted in the Council meeting minutes.

F. Removal of Committee Members. Committee members may be removed in the same manner in which they were appointed.

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

The meetings of the Board shall be held regularly on the second Thursday of every month or any other date decided upon by an affirmative vote of the Executive Committee. Prior to any action by the Board, there shall be a period of public comment. The President shall determine the length and format of the public comment period as appropriate. The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting
Agenda: The Executive Committee shall establish the agenda for DRNC Board meetings. Any Stakeholder can suggest that a matter be placed on the Agenda for any meeting by making such suggestion at the regularly scheduled meeting of the Executive Committee or by submitting such request in writing to the Secretary and President. If a suggestion for an Agenda item is not included on the Agenda by the Executive Committee, the President shall notify the submitter in a timely manner in writing or by other means as to why the item was not included on the Agenda. Should the Executive Committee fail to achieve a quorum, the President shall have the authority to set the agenda for the next Board meeting, based on the Executive Committee meeting agenda items proposed for the Board Agenda.

Standing and Ad Hoc Committee Chairs shall prepare agendas for their committees.

Initiative: An initiative is a procedure by which Stakeholders may directly petition for a proposal and secure its submission to the DRNC Board for action. Any DRNC Stakeholder may put forth an initiative by presenting a petition to the Secretary with fifty (50) signatures of DRNC stakeholders supporting the motion. The petition shall include a paragraph of fifty (50) words or fewer outlining the purpose and content of the initiative. Receipt of this completed petition by the Secretary shall trigger this item being scheduled as an action item on the Agenda at the next DRNC Meeting to be held not less than thirty (30) days or more than ninety (90) days following receipt of the completed petition. Notice of the initiative, including the outline paragraph, shall be made in all public meeting notices and announcements for the upcoming meeting at which the initiative shall be voted on. Passage of the initiative requires a majority vote of the DRNC Board. The initiative process does not apply to Amendment of these By-laws. For Amendment procedures, see Article XIII.

Section 3: Notifications/Postings

Notice of a regular meeting shall be provided at least 72 hours in advance of the meeting and at least 24 hours in advance of a special meeting, and will otherwise align with the Neighborhood Council Agenda Posting Policy.

Section 4: Reconsideration.

The Board may make a Motion to Reconsider and alter its action taken on any item listed on an agenda at any time during a meeting, or make a Motion for Reconsideration at its next regular meeting as indicated below:

A. If the Board moves and approves a Motion for Reconsideration, by a two-thirds (2/3) vote, at the initial meeting wherein an action was taken, then the underlying item may be reconsidered at that time.

B. If the Board moves and approves a Motion for Reconsideration by a two-thirds (2/3) vote at the next regular meeting then consideration of the item may only occur at the regularly scheduled meeting if the item for consideration has been placed on that meeting’s agenda. If the underlying item for reconsideration has not been placed on the agenda for that next regular meeting, then it shall be considered at a subsequent meeting pursuant to the Ralph M. Brown Act.
ARTICLE IX - FINANCES

A. 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.

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

ARTICLE X - ELECTIONS

Section 1: Administration of Election.

The Council'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 B.

Section 3: Minimum Voting Age.

Any Stakeholder within the DRNC boundaries who is sixteen (16) years or older may vote. Any
Stakeholder who is under sixteen (16) years old but who is a junior or senior in high school is also
qualified to become a voting member. To qualify for office, candidates shall be eighteen (18) years
of age by Election Day.

Section 4: Method of verifying Stakeholder Status.

Voters will verify their Stakeholder status through documentation.

Section 5: Restriction on Candidates Running for Multiple Seats.
No candidate may run for more than one (1) elected seat.

**Section 6: Other Election Related Language.**

Not applicable.

**ARTICLE XI – GRIEVANCE PROCESS**

To ensure accountability of the Board to the DRNC stakeholders, the following procedures are established:

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

A. 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 Council meeting.

B. 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.

C. 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.

D. 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 Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. 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 Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

**ARTICLE XII – PARLIAMENTARY AUTHORITY**

The Board shall use the Robert’s rules of order as the Governing Parliamentary Authority when conducting meetings. An unbiased Parliamentarian may be appointed by the President to assist in the resolution of parliamentary issues. In the case of conflict between these Bylaws and the Governing Parliamentary Authority, these Bylaws shall prevail.

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Standing Rules may be adopted by the Board of Directors to supplement these Bylaws. Such rules shall be in addition to these Bylaws and shall not be construed to change or replace any Bylaw. In the case of conflict between these Bylaws and a Standing Rule, these Bylaws shall prevail. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board of Directors.

**ARTICLE XIII - AMENDMENTS**

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than a simple majority of eight (8) Board members. All amendments to the DRNC bylaws are subject to final approval by the Department.

Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to the Bylaws, Rules, and Selections Committee to review and to provide recommendations to the Board.

**ARTICLE XIV COMPLIANCE**

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (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 Council, its representatives, and all Community Stakeholders shall conduct all Council 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, workplace violence training as provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights, UNTIL SUCH TIME AS THEY COMPLY. 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 Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.
ATTACHMENT A – Map of Del Rey Neighborhood Council
## ATTACHMENT B – Governing Board Structure and Voting

**Del Rey Neighborhood Council – 15 Board Seats**

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th># OF SEATS</th>
<th>ELECTED OR APPOINTED?</th>
<th>ELIGIBILITY TO RUN FOR THE SEAT</th>
<th>ELIGIBILITY TO VOTE FOR THE SEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
<td>Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
</tr>
<tr>
<td>Vice-President</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
<td>Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
</tr>
<tr>
<td>Treasurer</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
<td>Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
</tr>
<tr>
<td>Secretary</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
<td>Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
</tr>
<tr>
<td>Outreach Officer</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
<td>Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
</tr>
<tr>
<td>Communications Officer</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
<td>Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.</td>
</tr>
<tr>
<td>BOARD POSITION</td>
<td># OF SEATS</td>
<td>ELECTED OR APPOINTED?</td>
<td>ELIGIBILITY TO RUN FOR THE SEAT</td>
<td>ELIGIBILITY TO VOTE FOR THE SEAT</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Area A Director</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works, owns property/business or other community interest within Area A and who is 18 years or older.</td>
<td>Stakeholders who live, work, own property/business or other community interest within Area A and who are 16 years old or older.</td>
</tr>
<tr>
<td>Term: 2 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area B Director</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works, owns property/business or other community interest within Area B and who is 18 years or older.</td>
<td>Stakeholders who live, work, own property/business or other community interest within Area B and who are 16 years old or older.</td>
</tr>
<tr>
<td>Term: 2 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area C Director</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works, owns property/business or other community interest within Area C and who is 18 years or older.</td>
<td>Stakeholders who live, work, own property/business or other community interest within Area C and who are 16 years or older.</td>
</tr>
<tr>
<td>Term: 2 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area D Director</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works, owns property/business or other community interest within Area D and who is 18 years or older.</td>
<td>Stakeholders who live, work, own property/business or other community interest within Area D and who are 16 years or older.</td>
</tr>
<tr>
<td>Term: 2 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area E Director</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works, owns property/business or other community interest within Area E and who is 18 years or older.</td>
<td>Stakeholders who live, work, own property/business or other community interest within Area E and who are 16 years or older.</td>
</tr>
<tr>
<td>Term: 2 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area F Director</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works, owns property/business or other community interest within Area F and who is 18 years or older.</td>
<td>Stakeholders who live, work, own property/business or other community interest within Area F and who are 16 years or older.</td>
</tr>
<tr>
<td>Term: 2 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area G Director</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works, owns property/business or other community interest within Area G and who is 18 years or older.</td>
<td>Stakeholders who live, work, own property/business or other community interest within Area G and who are 16 years or older.</td>
</tr>
<tr>
<td>Term: 2 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area H Director</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works, owns property/business or other community interest within Area H and who is 18 years or older.</td>
<td>Stakeholders who live, work, own property/business or other community interest within Area H and who are 16 years or older.</td>
</tr>
<tr>
<td>Term: 2 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>