



BYLAWS

OF THE

BEL AIR-BEVERLY CREST

NEIGHBORHOOD COUNCIL

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ARTICLE I

NAME

The name of this neighborhood council of the City of Los Angeles (the “City”) shall be the Bel Air–Beverly Crest Neighborhood Council, which hereinafter may also be referred to as the “BABCNC” or “Council.”

ARTICLE II

PURPOSE

The Mission of the Council shall be:

(i) To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this neighborhood council, the delivery of City services to the stakeholders of this neighborhood council, and matters of a City-wide nature; and

(ii) To advise the City concerning City governance, the needs of this neighborhood council, the delivery of City services to the Stakeholders of this neighborhood council, and matters of a City wide nature.

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

(i) 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, age, disability, marital status, income or political affiliation.

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

(iii) 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.

(iv) Early Notification System. To utilize the Early Notification System to inform our stakeholders 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.

(v) Participation. To encourage all Stakeholders to participate in all activities of this Council.

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

ARTICLE III

BOUNDARIES

Section 1: Boundary Description. The area included in the BABCNC is defined by the following boundaries: (a) on the west by I-405 between Mulholland Drive and Sunset Boulevard, (b) on the north by Mulholland Drive between I-405 and Laurel Canyon Boulevard, (c) on the south by Sunset Boulevard between I-405 and Laurel Canyon Boulevard, and (d) on the east by Laurel Canyon Boulevard between Mulholland Drive and Sunset Boulevard. The area so defined excludes the incorporated limits of the City of Beverly Hills.

Section 2: Internal Boundaries. Not applicable.

ARTICLE IV

STAKEHOLDER

Neighborhood Council membership shall be open to all Stakeholders who have attained at least 18 years of age. “Stakeholders” shall be defined as those who live, work or own real property within the territorial boundaries of the Council, and also 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 boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

A Stakeholder Group shall mean individually or severally each of the homeowner associations or groups, business enterprises, community based organizations, educational or faith-based institutions.

ARTICLE V

GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (the “Plan”).

Section 1: Composition. The Board shall consist of thirty (30) Members either: (i) elected directly by qualified Stakeholders at a City-administered election; or (ii) appointed by the governing boards or membership of individual Residential Stakeholder Groups, or in the case of Non-Residential representatives, by the Board at a publicly noticed Meeting that culminates a process by which qualified Stakeholders are afforded the opportunity to run for such seats and be heard at the Meeting at which the Board appoints representatives to such seats as more fully described under Article X, Section 1.

Stakeholder Groups shall be categorized into the following categories for purposes of achieving diversity, reflective of the characteristics of the BABCNC, and inclusiveness of groups less inclined to seek representation on the Council.

(a) Appointed Residential Stakeholder Groups – Minimum Size

Appointed Residential Stakeholder Groups may be represented on the BABCNC by individual homeowner associations or individual residential groups comprising no fewer than one hundred (100) residential units. Those individual homeowner associations or individual residential groups comprising of fewer than 100 units may seek representation through representation with either:

- (i) a neighboring homeowner association or residential group, also with fewer than 100 units, so the combined units represented comprise of more than 100 units; or
- (ii) a neighboring homeowner association or residential group with more than 100 units with existing representation on the BABCNC.

(1) Apportionment of Seats

The number of additional seats apportioned a residential Stakeholder Group will be dependent upon the relative size of the number of residential units within the territory represented by such residential Stakeholder Group.

Each residential Stakeholder Group comprising no fewer than 500 dwelling units will be apportioned one (1) additional seat for a total of two (2) seats.

Those residential Stakeholder Groups comprising no fewer than 1,000 dwelling units will be apportioned a second additional seat for a total of three (3) seats.

Those residential Stakeholder Groups comprising no fewer than 2,000 dwelling units will be apportioned a third additional seat for a total of (4) seats.

(2) Roster of Appointed Residential Stakeholder Groups and Apportioned Seats

- Bel-Air Crest Master Association 1 seat(s)
- Bel-Air Ridge HOA 1
- Benedict Canyon Association 4
- Casiano Estates HOA 1
- Laurel Canyon Association 4
- Holmby Hills HOA 1
- Residents of Beverly Glen 2
- Roscomare Valley Association 2

(3) No Overlapping Boundaries. To ensure the integrity of representation of each Appointed Residential Stakeholder Group, the territorial boundaries of each Appointed Residential Stakeholder Group shall be defined, and the territory of each Residential Stakeholder Group shall not overlap another.

(b) Elected Residential District Representatives

Residential Stakeholders residing within geographic areas of Council territory not otherwise represented by Appointed Residential Stakeholder Group Representatives may be represented by Residential District Representatives elected at a public election conducted and administered by the City.

(1) Apportionment of Seats

Each Residential District is apportioned one (1) seat with exception of the Bel-Air District. These Bylaws establish Residential District seats with the intent to engender active participation by Stakeholders from geographic areas within Council territory not otherwise represented on the Board, either due to a lack of interest by Stakeholders from such areas or a decision by residential groups representing such areas to no longer participate on the Board, leaving such Stakeholders without representation on the Board.

It is the intent of the Board to amend these Bylaws in the future in order to increase the number of elected seats from Residential Districts if participation by Stakeholders from such districts increases over time. It is for this reason that Bel-Air District is apportioned two (2) elected seats, as the Board has experienced increased participation by Stakeholders from within this District in the year preceding adoption of these Bylaws.

(2) Roster of Elected Residential District Representation and Apportioned Seats

- Bel-Air District 2 seat(s)
- Bel-Air Glen District 1
- Beverly Park Estates District 1
- Franklin Canyon/Coldwater/Mulholland/Crest District 1
- North of Sunset District 1

(c) Appointed Non-Residential Stakeholder Groups

Appointed Non-residential Stakeholder Groups shall consist of any private or faith-based group or institution, having a stake in the BABCNC, and any public or private group dedicated to the preservation of open space within the territorial boundaries of the Council.

(1) Apportionment of Seats

Each Appointed Non-Residential Stakeholder Group is apportioned one (1) seat.

(2) Roster of Appointed Non-Residential Groups and Apportioned Seats

- a. Custodians of Open Space 1 seat
 - 1. Santa Monica Mountains Conservancy

- b. Private Educational Institutions
 - i. Private Schools Grades K-6 1 seat
 - 1. The John Thomas Dye School
 - 2. Stephen S. Wise Elementary School

 - ii. Private Schools Grades 7-12 1 seat
 - 1. Harvard-Westlake School
 - 2. Marymount High School

- c. Faith-Based Institutions 1 seat
 - 1. Stephen S. Wise Temple
 - 2. Chabad of Bel-Air

(d) Elected Non-Residential Stakeholder Groups

Elected Non-Residential Groups shall consist of any public group or institution having a stake in the BABCNC, and any group representing commercial or enterprise interests within the territorial boundaries of the Council.

(1) Apportionment of Seats. Each Elected Non-Residential Stakeholder Group is apportioned one (1) seat.

(2) Roster of Elected Non-Residential Groups and Apportioned Seats

- a. Public Educational Institutions 1 seat
 - 1. Community Magnet Charter School
 - 2. Roscomare Road Elementary School
 - 3. Wonderland Avenue Elementary School

- b. Commercial or Office Enterprise Districts 1 seat
 - 1. The Glen Centre
 - 2. Moraga Enterprise Area
 - 3. Roscomare Shopping Center
 - 4. Canyon Store Area on Laurel Canyon
 - 5. Glen Market Area on Beverly Glen

(e) Members-at-Large

At least one seat on the Board of the BABCNC shall be reserved for a Member At-Large. The Member-at-Large shall represent all those individuals who live, work or own real property within the territorial boundaries of the Council and also those who declare a stake in the neighborhood as a Community Interest Stakeholder and affirm a substantial and ongoing

participation within the Neighborhood Council boundaries. Members At-Large shall be elected at a public election conducted and administered by the City. These Bylaws provide for the establishment of two (2) seats designated as Member-at-Large.

(f) No Majority Stakeholder Group

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

(g) Biennial Update of Membership - Survey

The BABCNC shall conduct a survey of its Member Stakeholder Groups representation at the beginning of the fourth quarter every other year, and complete such survey no later than November 30th, for purposes of validating representation of Stakeholders on the BABCNC.

Any Stakeholder Group not responding to the survey, indicating renewed interest in continued participation on the BABCNC by February 28th of the year following completion of the survey shall be removed from the list of Members on file with the Secretary.

Upon completion of the survey, if it is determined there is over-representation by a Stakeholder Group on the Board due to a previous overestimate of residential units that results in reduction of an apportioned seat pursuant Article X, Section 2.1, and if concurrent with such survey there is no under-representation of residential units by any other Stakeholder Group permitting assignment of such seat, then such “over-represented” seat shall immediately convert to a permanently Elected At-Large Seat. The vacancy created by such conversion shall be filled in the same manner described under Section 6 of this Article.

Alternate Board Member Representation

Each Appointed Residential Stakeholder Group shall have the right to elect or select alternate representatives for each of their Board Member seats (“Alternative Board Members”) so that the Appointed Residential Stakeholder Groups may be adequately represented at a Board Meeting in the event one or more of its appointed Representatives cannot attend a Board Meeting. Each Stakeholder Group desirous of appointing an Alternate Board Member shall do so in accordance with its own procedures appointing regular Board Members, and may do so at any time and notify the Secretary, in writing, of the names of the Alternate Board Members. Each Alternate Board Member shall comply with the same Ethics Requirement as provided under Article XIV - Compliance, Section 2: Training, and agree to the Code of Conduct Policy found at the Department of Neighborhood Empowerment’s website at <http://empowerla.org/code-of-conduct/>.

Section 2: Quorum

The presence at any Regular or Special Meeting of fifteen (15) or more Board Members shall constitute a quorum for the purpose of transacting of business of the Council.

Section 3: Official Actions

Board Action. Notwithstanding a quorum obtained at a Meeting, and majority vote received as described in the following paragraph, no fewer than eight (8) Members must vote in the affirmative for the Board to take official action.

Majority Vote. All matters subject to a vote of the Board shall be determined by a majority vote of those Members voting (excludes abstentions), unless otherwise provided in these Bylaws. Voting may be by show of hands except that any Member may request a vote by any other manner adopted pursuant to these Bylaws, Department policies, and consistent with the Brown Act.

Open Meetings. All meetings of the Board are open to the public. All meeting procedures shall be in accordance with the State of California open meeting procedures that apply to neighborhood councils under the Brown Act, and Board of Neighborhood Commissioner policies, including the posting of notices and any other public communication in public places or through electronic media.

Special Meetings. A Special Meeting of the Board for a specific reason may be called at any time by either (a) any two officers of the Board, or (b) petition of a twenty-five percent (25%) of the Board Members, and in accordance with the Brown Act.

Section 4: Terms and Term Limits

Appointed Stakeholder Groups. Board Members representing Appointed Stakeholder Groups are elected to terms and governed by term limits established in accordance with the bylaws, rules and practices of their respective Stakeholder Group, but such terms shall not exceed two years.

Members-at-Large. Each Member-at-Large is elected to two-year term in accordance with the election schedule set forth by the City Clerk or the Department.

Section 5: Duties and Powers

Board 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 Board. The Board 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 it. Such authority may be revoked at any time.

Member Duties and Responsibilities.

- (a) Duty to Attend Meetings. Each Member of the BABCNC has a duty to attend Meetings on a regular basis, but it is also understood that a Member cannot make every Meeting due to uncontrollable circumstances.
- (b) Duty to Represent Constituency. Each Member of the BABCNC shall be responsible for maintaining periodic contact with representatives of the respective Member's constituent Stakeholder Group or its individual Stakeholders. Such communications shall involve reporting back to the constituent Stakeholder representative or individual Stakeholders the work of the BABCNC; and to solicit issues such representative or individual Stakeholders would like to see addressed by the BABCNC.

Section 6: Vacancies

Vacancies on the Board shall be filled using the following procedure:

Appointed Residential Stakeholder Groups. The Stakeholder Group by which such Member was appointed shall immediately notify the Secretary of a vacancy of a Board seat upon knowledge of such vacancy. The Stakeholder Group shall move to fill the vacancy by appointing another Member to the Board. If such vacancy is not filled within 90 days of notice of such vacancy, such seat shall be converted to an elected At-Large position to be filled at the next election. The President shall nominate, and the Board shall elect such new Member at the next scheduled publicly noticed meeting of the Board to fill such vacated seat until such time of the next election.

Elected Members, Including At-Large Members. In event of resignation, or the creation of a vacant seat following a public election where no candidates run for such seats, the President shall nominate, and the Board shall elect, a new Member or Member-at-Large at the next scheduled publicly noticed meeting of the Board.

Section 7: Absences

In light of the duty of a Member described under Section 5(a), minimum attendance for each Board Member shall be no less than one (1) Meeting per quarter of a calendar year. Attendance by an Alternate Board Member of the Member's Stakeholder Group shall not constitute an absence. Failure to meet this minimal attendance requirement will result in removal of the Member as provided under Section 9 below.

Section 8: Censure

- (a) Procedure. The Council may initiate action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Board meeting. Censures shall be placed on the agenda for discussion and action, but may only be accomplished after contacting and working under the advisement of the Office of the City Attorney.

- (b) Violation of Bylaws. Subject to the paragraph (a) above, it shall be within the power of the BABCNC to censure a Member for material violation of these Bylaws whereby a Member may introduce a motion to censure another Member for violation of the Bylaws. Censure shall only occur as described under Article V, Section 3.
- (c) Violation of Code Civility. Subject to the paragraph (a) above, it shall be within the power of the BABCNC to censure a Member for violation of the Code of Civility whereby a Member may introduce a motion to censure another Member for violation of the Code of Civility. Censure shall only occur as described under Article V, Section 3.
- (d) Due Process. Any Member who is the subject to motion for censure shall have the right to a hearing before the BABCNC at the next Regular Meeting or Special Meeting of the BABCNC. At such meeting, the Member shall have the specific right to defend against such censure action. No vote shall be taken on such motion until the hearing has been concluded.

Section 9: Removal

- (a) Absences. As provided in Section 7 above, a Member, or an Alternate Board Member in the instance of a Member representing an Appointed Residential Stakeholder Group, shall be required to attend at least one Meeting per quarter each calendar year. Following absence from three (3) consecutive Regular Board Meetings, the Secretary shall notify the Member in writing that his/her Membership on the BABCNC Board will be revoked if he/she does not attend a Regular Board Meeting of the BABCNC within the next two (2) Meetings of the Board.
- (b) Contingent Removal - Failure to Maintain Ethics Requirement over a Protracted Period. Any Board Member who has failed to complete the Ethics Requirement within a reasonable time as set forth in the Standing Rules shall be immediately removed from the Board. At the option of the Board, such Member so removed may be reinstated as a Board Member upon timely presentment of evidence of meeting the Ethics Requirement.
- (c) 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 the City's Code of Civility as referenced under Article V, Section 1, 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 three (3) 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 Board Members present.
 - 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.

- 4) The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation

A Member may resign at any time by giving written notice to the Secretary with an effective date. In the case of a Member representing an Appointed Residential Stakeholder Group, the Appointed Residential Stakeholder Group will notify the BABCNC Board of the appointment of a replacement in a writing delivered to the Secretary, pursuant to Section 6 of this Article.

Section 11: Community Outreach

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.

ARTICLE VI

OFFICERS

Section 1: Officers of the Board

The Officers of the Board shall consist of a President, a Vice-President, a Secretary, and a Treasurer. In addition, the Council shall recognize the following offices in order to allow the experience and knowledge of past presidents to advise Officers of the Board.

Immediate Past President. The BABCNC shall have an ex-officio position of Immediate Past President that entitles the current outgoing President, if he/she so chooses, to hold a seat on the Executive Committee, which is advisory in nature only. The term of Immediate Past President shall extend until the next outgoing President chooses to assume the position of Immediate Past President.

Past President. If the outgoing Immediate Past President, continues to serve as an appointed or elected Member of the Board, he/she shall have the option to also serve on the Executive Committee, in the same advisory capacity as the Immediate Past President.

Section 2: Duties and Powers

1. President

The President shall have general supervision, direction, and control of all business and activities of the Board subject to Board approval. The President shall preside over all meetings of the Board and shall be an ex-officio member of all Committees.

2. Vice-President

The Vice-President shall perform the duties of the President at any time the President is unwilling or unable to perform those duties and such other duties as deemed necessary or appropriate by the President. The Vice President shall be specifically charged with the management of Committees, ensuring that the duties and responsibilities of each Committee are carried out on a regular basis and that issues of the Committees are adequately represented on the agenda of Regular Meetings.

3. President and Vice President Survey Duty

The President and Vice President shall be responsible for carrying out a survey of the BABCNC community as more fully described under Article V, Section 1 (g): Biennial Update of Membership.

4. Secretary

The duties of Secretary shall include the duties typically that of a corresponding secretary and recording secretary.

a. Recording Secretary

Duties as recording secretary shall include, but not be limited to: (i) the recording and maintaining of all minutes of Board Meetings; (ii) preservation of all BABCNC records and documents; and (iii) maintain current Membership records.

b. Corresponding Secretary

Duties as corresponding secretary shall include but not be limited to: (i) performing all general correspondence of the Board such as the posting of electronic notice of all Board meetings and Committee Meetings; (ii) ensuring that communication and information is disseminated evenly and in a timely manner to all Members and Stakeholders; (iii) providing notice to all Members and Stakeholders of the time and location of all meetings of the Board at least 72 hours in advance.

5. Treasurer

The Treasurer:

(a) Shall maintain the BABCNC book of accounts and establish a system of financial accountability including the accounting of such funds as may become the responsibility of the BABCNC and that all accounting comply with applicable local, state, and federal laws in accordance with the requirements set forth by the City of Los Angeles Department of Neighborhood Empowerment (DONE), shall and report on the finances of the Council at Regular Meetings.

(b) Ensure that the Council's accounting books are open and available to all Stakeholders.

(c) Submit an account statement to DONE at least once a year or when requested otherwise.

(d) Prepare an annual budget for expenditures to be approved by the Board and submitted to DONE for approval each year.

6. Assistant Treasurer

The position of Assistant Treasurer shall be established to assist the Treasurer in carrying out the duties as described under paragraph 5 above. It will be the option of the Board, with consultation of the Treasurer, to determine whether the position of Assistant Treasurer need be filled by a Member of the Board on a continuous basis. If the Board cannot fill the position, the Board may opt to retain a professional to assist the Treasurer, but such individual, not a Board Member, may not hold the position of Assistant Treasurer.

7. Compensation

No Officer shall receive any compensation for any service rendered on behalf of the Council.

Section 3: Selection of Officers

Each Officer shall be elected by a majority vote of the Board present by a show of hands at a Board meeting held during the first quarter of each calendar year. Newly elected Officers shall assume office immediately following the Meeting at which the election of Officers is held.

Termination

Any Officer may be removed from office for cause and replaced by another Representative by a majority vote of the Board voting, subject to the requirements set forth under Article V, Section 3, at duly noticed Meeting that affords the removed Officer due process. "For Cause" includes, but is not limited to, missing three consecutive Board Meetings and three Executive Committee meetings, the improper handling of Council money, or the improper application of accounting procedures.

Section 4: Officer Terms

Each Officer shall serve a term of one (1) year or until election of a successor. No individual may hold a particular office of the BABCNC for more than the later of:

- a. Five (5) consecutive years; or
- b. In event a successor to replace such individual is not available at expiration of the maximum term, such term may be extended but only until such time a successor is willing to assume such office.

Vacancy

Following a declaration by the Board that an office has been vacated, such vacancy may be filled by a majority vote of the Members voting, subject to the requirements set forth under Article V, Section 3, at a Board Meeting in accordance with the manner set forth herein and consistent with the Brown Act. Each Officer so elected shall hold office for the remainder of the original term or until election of a successor.

ARTICLE VII

COMMITTEES AND THEIR DUTIES

Section 1: Standing

The BABCNC shall have the following Standing Committees whose responsibilities are described hereunder whose description follows later under Section 4 of this Article: (i) Executive Committee; (ii) Planning and Land Use Committee; (iii) Bylaws, Rules and Elections Committee; (iv) Public Safety and Disaster Preparedness Committee; (v) Public Works and Telecommunications Committee; (vi) Outreach and Education Committee; and (vii) Traffic Committee; and (viii) Budget and Finance Committee.

Section 2: Ad Hoc

Each Ad Hoc Committee shall be established as a temporary committee to review and make recommendations on specific issues as directed by the Board. Ad Hoc Committee meetings shall be run by the Chair of the Committee appointed by the President. Minutes, reports and recommendations by such committees shall be delivered to the Secretary as they are issued. Ad Hoc committees will be comprised of less than a quorum of the governing body as a whole.

Section 3: Committee Creation and Authorization

1. Establishment of Committees

A new Standing Committee or Ad Hoc Committee may be established at any Board Meeting by a motion supported by a majority of Board Members voting.

2. Membership on Committees

(1) Standing Committees

- a. Election. Upon establishment of a Standing Committee, and each year thereafter, the Board shall move to elect members to each Standing Committee, and membership shall only be conferred upon receiving a majority vote of Board Members present.
- b. Term. The term of membership on each Standing Committee shall be for a period of at least one year, but no more than two years.
- c. Re-election. During the second quarter of each calendar year, those members on Standing Committees whose term of such Standing Committee is more than one year, but less than two years, must be reelected by a majority vote of Board Members present to continue membership on such Standing Committee.
- d. Candidacy. Candidacy for membership shall be open to all Stakeholders. Committee membership shall only be conferred upon receiving a majority vote of Board Members present.
- e. Chair Position. The Chair of each Standing Committee shall be nominated by the President and elected by a majority of Board Members voting at a Meeting at which such committee is established.

(2) Ad Hoc Committees

- a. Election. Upon establishment of an Ad Hoc Committee the Board shall move to elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members voting.
- b. Term. The term of membership on an Ad Hoc Committee shall be for a period of no more than one year.

- c. Re-establishment. At the end of one year's term, existence of an Ad Hoc Committee shall be terminated unless a re-vote to continue the work of an Ad Hoc Committee is held and a majority vote of Board Members voting to continue the Ad Hoc Committee for a period of no more than one year.
- d. Re-election. Upon receiving a majority vote to continue the work of an Ad Hoc Committee, the Board shall move to elect or re-elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members voting.
- e. Chair Position. Chair of an Ad Hoc Committee shall be nominated by the President and elected by a majority of Board Members voting at a Meeting at which such committee is established.

3. Committee Meetings

Committee meetings shall be run by the Chair of the Committee. All Standing Committee meetings, and meetings of Ad Hoc Committee whose membership constitutes more than a quorum of the Board, or include non-Board members, shall be open to the public. Notice of all committee meetings shall be posted 72 hours in advance of a regularly scheduled meeting and 24 hours in advance of a special meeting.

4. Authorization and Purpose

a. Executive Committee

The Executive Committee shall consider those issues pertaining to all Board financial matters and the distribution and allocation of Board funds. In addition, the Executive Committee shall advise on the administration, operations and management of the Council.

b. Planning and Land Use Committee

The Planning and Land Use Committee shall consider those issues pertaining to land development.

c. Bylaws, Rules and Elections Committee

The Bylaws, Rules and Elections Committee shall consider those issues pertaining to the continual study, interpretation, guidance and presentation of proposed changes to the Bylaws of the Board and Standing Rules. All proposed changes are to be presented to the full Board for its review and approval by a majority vote. In addition, the Committee shall be responsible coordination of all City election

requirements for the election or selection of Board Members, as well as the election of Board officers.

d. Public Safety and Disaster Preparedness Committee

The Public Safety and Disaster Preparedness Committee shall consider those issues pertaining to police, fire, and emergency medical services.

e. Public Works and Telecommunications Committee

The Public Works and Telecommunications Committee shall consider those issues pertaining to water, gas, electric and sewage lines; telecommunication infrastructure; and public rights-of-way and easements.

f. Outreach and Education Committee

The Outreach and Education Committee shall consider those issues pertaining to outreach to our communities, educational institutions and faith-based organizations.

g. Traffic Committee

The Traffic Committee shall consider those issues pertaining to traffic including the flow of traffic, safety, enforcement, congestion, parking, traffic lights and related street signs within the territorial boundaries of Council.

h. Budget and Finance Committee

The Budget and Finance Committee shall consider how the Council should best appropriate funds on deposit in its account and funds it receives annually from the City, and shall advise the Board of its responsibilities under Article IX herein, and shall work closely with the Treasurer in carrying out such advisory duties.

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

1. Regular Meetings

The Board shall meet at regular intervals, but not less frequently than once per calendar quarter. All meetings shall be held at a location, date and time set by the Board.

2. Special Meetings

A Special Meeting of the Board may be called should exigent circumstances arise requiring the Board to meet at a date and time prior to its next Regular Meeting.

Section 2: Agenda Setting

The President shall have lead responsibility for setting the Board agenda, which shall be published in accordance with the Brown Act, and subject to Board input in accordance with the following procedure:

- (a) No fewer than seven (7) days prior to a Regular Meeting the President shall email all Board Member for the purpose of soliciting input for items to be included on the agenda;
- (b) Each Board Member shall have forty-eight (48) hours from the time the President distributes the email to respond to the request for agenda items;
- (c) The President shall consult with the Vice President of the Board and one Committee Chair, which Committee Chair shall be identified in the Standing Rules, prior to finalizing the agenda for publication in accordance with the Brown Act;
- (d) At the outset of each Regular Meeting, the President shall seek additional comment to the agenda from the Board, prior to amendment and final approval by the Board;
- (e) The Board may only table items, and may not add items not previously listed on the published agenda;
- (f) The procedure described in the subsection shall not apply to Special Meetings of the Board. Agendas for Special Meetings shall be established at time they are called by the two Officers calling for the Special Meeting or set forth in the petition signed by twenty-five percent (25%) of the Board Members as described under Section 3.

Section 3: Notifications/Postings

1. Regular Meetings

Notice of all Regular Meetings of the Board and of its Committees shall be posted in accordance with The Ralph M. Brown Act, at no less than five (5) public places, which specific locations shall be specified (i) on the Department's Public Notice Location Log on file with the City and (ii) listed at the website of the Council located at www.babenc.org. Such notices shall also be distributed by email to the addresses of all Representative Members of the Board, Stakeholder Groups, and any individual Stakeholder of the Council providing such email address to the Secretary. The Secretary shall give notice of the time and location of all meetings of the Board at least 72 hours in advance. The Board will also comply with the Board of Neighborhood Commissioners Posting Policy.

2. Special Meetings

The Secretary shall provide notice of any Special Meeting not later than 24 hours in advance of a Special Meeting in the same manner as set forth under Paragraph 1 above.

Section 4: Reconsideration

The Board may reconsider and amend its action on items listed on the agenda if the reconsideration takes place immediately following the original action or at the next Regular Meeting. The Board, on either of these two occasions shall:

- (i) Make a Motion for Reconsideration; and if approved
- (ii) Hear the matter and take an action.

If the Motion for Reconsideration of an action is to be scheduled at the next meeting following the original action, then the following two items shall be placed on the agenda for that meeting:

- (i) A Motion for Reconsideration on the described matter; and
- (ii) A Proposed Action should the Motion for Reconsideration be Approved

A Motion for Reconsideration may only be made by a Board Member who has previously voted on the prevailing side of the original action. 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 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. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

ARTICLE X

ELECTIONS

Section 1: Administration of Election

Appointed Residential Stakeholder Groups. Appointment of Members representing each Appointed Residential Stakeholder Group of the Council is left to the particular election or selection process of each Appointed Residential Stakeholder Group.

Appointed Non-Residential Stakeholder Groups. Members representing those Appointed Non-Residential Stakeholder Groups identified under Article V, Section 1(c) shall be appointed by the Board at a Regular Meeting whereby the Board will comply with City noticing requirements providing ample time for:

- i. the Board to solicit candidates for such positions;
- ii. interested Stakeholder to respond by submitting a statement of candidacy for such position;
- iii. vetting by the Board of such candidates;

- iv. public campaigning by vetted candidates to the respective Stakeholder constituency; and
- v. public noticing of the Meeting at which such Appointment will take place providing the public opportunity to provide comment to the Board prior to appointing candidates to such positions.

Elected Residential District Representatives, Elected Non-Residential Stakeholder Group Representatives, and At-Large Members. Election of the foregoing Members of the Board, as further described under Article V, Sections 1, subparagraphs (b), (d) and (e), shall be at a public election conducted and administered by the City.

Section 2: Governing Board Structure and Voting

The Board is comprised of thirty (30) seats. Each Member or Stakeholder Group is assigned at least one (1) seat, with each seat having one (1) vote. 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

The election of Members-at-Large shall be open to all Stakeholders who are at least eighteen (18) years of age.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the Council and providing documentation supporting that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) seat on the Council Board during a single election cycle.

Section 6: Other Election Related Language

Not applicable.

ARTICLE XI
GRIEVANCE PROCESS

The grievance process of the Council shall be compliant with the City's newly adopted Grievance Policy. All grievances shall be submitted in writing to the Secretary before the next scheduled Agenda Setting Committee meeting for consideration and placement on the official agenda for the next scheduled Board Meeting. The process of grievance resolution shall be encompassed in the Standing Rules to be adopted by the Board, and consistent with the City's new policy.

ARTICLE XII
PARLIAMENTARY AUTHORITY

1. Rules

Except for rules adopted in the Bylaws, *Robert's Rules of Order, Revised Version*, shall apply in the conduct of all Meetings of the Board.

2. Parliamentarian

A Parliamentarian shall be appointed by the President and shall, as requested by the President or any Board officer, ensure that *Robert's Rules of Order Revised Version* are followed during the course of all meetings.

ARTICLE XIII
AMENDMENTS

1. Board Adoption

These Bylaws shall be amended by a two-thirds (2/3) majority vote of the Board Members present a Meeting on a proposed amendment distributed to Board Members for their consideration no less than 72 hours before said Meeting.

2. Not Effective Until Approved by the Department

Upon adoption, such amendment to these Bylaws shall be submitted to the Department for approval and shall not be effective and be valid until receiving such written approval from the Department.

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 of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

Incorporated under this section is the Code of Civility adopted by the Council at its Regular Meeting held on September 26, 2012.

The Bel Air-Beverly Crest Neighborhood Council adopts the City’s Code of Civility collectively and individually, and in addition that code of civility adopted by the Board individually and collectively as set forth in greater detail in the Standing Rules of the Council. The members of the Governing Board of the Bel Air Beverly Crest Neighborhood Council agree to abide by this Code of Civility to ensure that the Council’s business is conducted in a respectful, courteous, and effective manner, and in a way that will generate respect and credibility for our Neighborhood Council. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

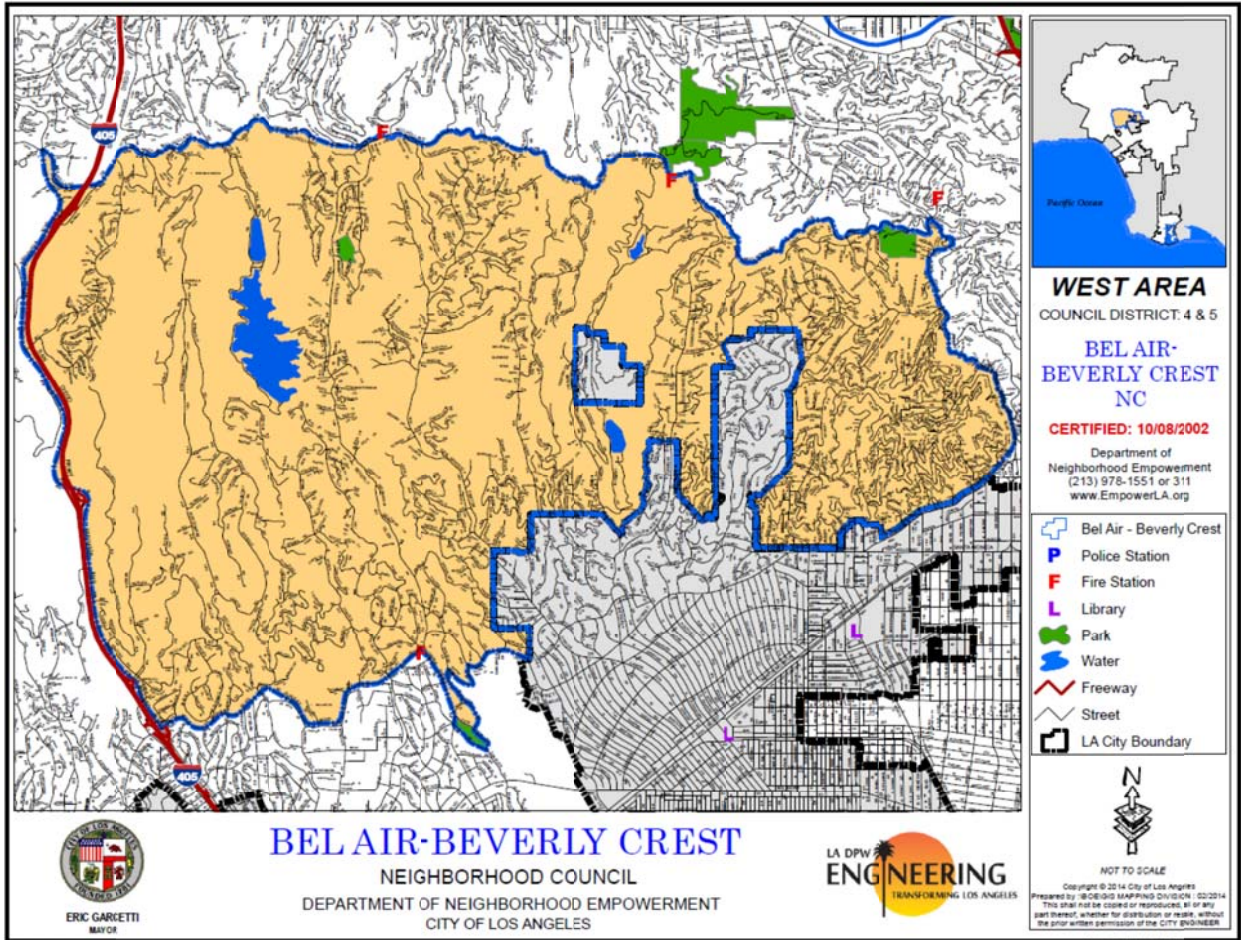
Section 2: Training

The City requires that all Board members must take ethics and funding training prior to making motions and voting on funding related matters. There is no grace period to take ethics and funding training. Notwithstanding the foregoing, in the event of delinquency of a Board Member’s completion of his or her ethics training, which must be retaken every two (2) years, or completion of initial ethic training by a newly seated Board Member, the Board will permit such Member to vote on non-funding related matters, but only within a grace period of fifty-five (55) days, after which time such Board Member will lose all voting rights. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment

Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – MAP OF NEIGHBORHOOD COUNCIL



ATTACHMENT B – GOVERNING BOARD AND VOTING

Bel Air Beverly Crest Neighborhood Council -30 Board seats

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Residential Group Representative (16 seats)	Appointed	Determined by bylaws or procedural practices of Residential Group.	Determined by bylaws or procedural practices of Residential Group.
Residential District Representative (6 seats)	Elected	Stakeholder at least 18 years of age at time of election who lives, or owns real property within residential district.	Stakeholder at least 18 years of age at time of election who lives or owns real property within residential district.
Non-Residential Group Representative – private & faith-based groups; custodians of open space. (4 seats)	Appointed	Stakeholder at least 18 years of age at time of Board Meeting appointing Non-Residential Group Representative with a substantial connection with private or faith-based group or institution, or custodian of open space whose seat is sought.	Board Membership
Non-Residential Group Representative – public groups & institutions; commercial enterprise interests (2 seats)	Elected	Stakeholder at least 18 years of age at time of election with a substantial connection with public group or institution or commercial interest whose seat is sought.	Stakeholder at least 18 years of age at time of election.
At-Large Representative (2 seats)	Elected	Stakeholder at least 18 years of age at time of election.	Stakeholder at least 18 years of age at time of election.