

# BY-LAWS OF THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

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## **ARTICLE I NAME**

The name of this organization is the Sunland-Tujunga Neighborhood Council, hereafter referred to as the "STNC".

## **ARTICLE II PURPOSE**

The purpose of the Sunland-Tujunga Neighborhood Council is to address issues that affect our community regarding the Governance of the City of Los Angeles by communicating with our stakeholders, allowing their feedback at our Neighborhood Council Meetings and representing our community's voice at City Hall. In order to fulfill the mission of the STNC, the following purposes and policies are established:

### **PURPOSES**

1. To engage the broad spectrum of STNC stakeholders to collaborate and participate in matters affect the community, including events, issues and projects.
2. To work with other organizations in Sunland-Tujunga and with other Los Angeles neighborhood councils.
3. To promote STNC stakeholder participation and advocacy in Los Angeles city government decision making processes.
4. To propagate community awareness of available Los Angeles city resources.
5. To be an advocate of Sunland-Tujunga to government and private agencies.

### **POLICIES**

1. To respect the will of the stakeholders of the STNC as the guiding influence of the STNC, subject to Department of Neighborhood Empowerment (hereinafter "Department") and legal constraints.
2. To consistently and diligently outreach to the diverse and changing Sunland• Tujunga community.
3. To respect the autonomy of all individuals, groups, and organizations in the community.
4. To be fair, open, and transparent in the conduct of STNC business.

## ARTICLE III BOUNDARIES

### Section 1: Boundary Description

- Starting at the Intersection of Wentworth St and the 210 Freeway
- Northeast along Wentworth St to Foothill Blvd
- Northeast along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park,
- Following the Eastern boundaries of the Angeles Golf Club North to the property lines of the Riverwood Ranch community.
- Continuing along the perimeter of the property lines until Ebey Canyon Rd.
- Following Ebey Canyon Road until Oro Vista Ave.
- Continuing in a straight line East until the Eastern most property lines of the Riverwood Ranch community
- Continuing South to Oro Vista Ave.
- Follow East on Oro Vista Ave to Big Tujunga Canyon Rd.
- East on Big Tujunga Canyon Rd to the boundary line of the City of Los Angeles
- Continue to follow the boundary line of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway.

The boundaries of the Council are set forth in Attachment A - Map of Sunland-Tujunga Neighborhood Council.

### Section 2: Internal Boundaries –

#### Region 1

- Starting at the intersection of Foothill Blvd and Wentworth St - Northwest along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park, to the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave
- South on Mount Gleason Ave to Foothill Blvd
- West on Foothill Blvd to the intersection of Foothill Blvd and Wentworth St

#### Region 2

- Starting at the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave - North along Big Tujunga Canyon Rd to the northernmost property lines of the residential properties on Dellmont Dr
- East along the northernmost property lines of the residential properties on Dellmont Dr to the eastern property line adjacent to Linda View PI
- South along said property line to the end of Seven Hills PI
- East along Seven Hills PI until it turns into Commerce Ave, then south along Commerce Ave to Foothill Blvd

- West on Foothill Blvd until Mount Gleason Ave
- Region 3
- Starting at the intersection of Big Tujunga Canyon Rd and the northernmost property lines of the residential properties on Dellmont Dr - North along Big Tujunga Canyon Rd to the border of the City of Los Angeles
  - South along the border of the City of Los Angeles, and following the border of the City of Los Angeles until it intersects with Foothill Blvd
  - West on Foothill Blvd to Commerce Ave
  - North on Commerce Ave until it turns into Seven Hills Pl, then continue on Seven Hills Pl until its terminus
  - North along the eastern property line adjacent to Linda View Pl until the northernmost property lines of the residential properties on Dellmont Dr

Region 4

- Starting at the intersection Wentworth St and the 210 Freeway - North on Wentworth St to Foothill Blvd
- East on Foothill Blvd until it intersects with the border of the City of Los Angeles
- South on the border of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway

**ARTICLE IV STAKEHOLDER**

STNC 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

A. Stakeholder Rights

1. To vote to elect the Board of Representatives as specified in Article X.
2. To participate in discussion on an action, policy, or position before the STNC.
3. To participate in an advisory vote at any regular or special meeting.
4. To make use of initiative, reconsideration, election challenge, recall and grievance procedures described in these by-laws.
5. To participate as an elected Representative or Executive Officer, a Chairperson or a member on a Standing or Ad-Hoc Committee, and assist with the various activities of the STNC described in these by-laws.

B. Stakeholder Privacy – The STNC stakeholder database will be deemed confidential to the fullest extent of the law as permitted by the Public Records Act.

The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed,

national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

## **ARTICLE V GOVERNING BOARD**

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

**Section 1: Composition** - The Board shall consist of twenty-two (21) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The Board is comprised of:

- Five (5) Executive Officers
- Seven (7) Stakeholder Group Representatives
- One (1) At-Large Community Interest Representative
- Eight (8) Geographical Representatives

The composition of the Board must be such that no one stakeholder group comprises a majority of the Board.

**A. Executive Officers** - There are five (5) Executive Officers, elected at large:

1. President
2. First Vice-President- Community Improvements
3. Second Vice-President- Outreach
4. Secretary
5. Treasurer

**B. Stakeholder Group Representatives**

Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing non-profits, educational, faith-based, and, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee

**C. At-Large Community Interest Representative**

One (1) At-Large Representative shall be elected from stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older at the time of filing for candidacy .The Community Interest Representative must participate on at least one committee.

**D. Geographical Representatives**

Eight (8) Geographical Representatives shall be elected from stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following districts within the STNC boundary area:

1. North Sunland Region: North of Foothill Boulevard, from the western STNC domain boundary east to Mount Gleason Avenue and Big Tujunga Canyon Road.
2. North-West Tujunga Region: North of Foothill Boulevard, from Mount Gleason Avenue and Big Tujunga Canyon Road to Commerce Avenue and Seven Hills Drive.
3. North-East Tujunga Region: North of Foothill Boulevard, from the eastern STNC domain boundary west to Commerce Avenue and Seven Hills Drive.
4. South Sunland-Tujunga Region: South of Foothill Boulevard.

Two (2) Geographical Representative shall represent each region. Geographical Representatives shall represent the interests of the stakeholders within their region. Geographical Representative shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their districts. Geographical Representatives shall actively outreach to stakeholder groups and individuals within their regions. One Geographical Representative from each region shall attend all Outreach Committee meetings.

Region boundaries shall be based upon population density, distinct neighborhoods within the community, and distribution of diverse populations and interests. It is expected that region boundaries may need to be changed over time, and that these changes will be made by means of bylaws amendments.

**Section 2: Quorum** – No meeting shall take place without the presence of at least eleven (11) of the twenty-one (21) members of the Board, constituting a quorum. A minimum of three (3) of the five (5) Executive Officers shall be required at STNC regular, special and Executive Committee meetings for a quorum to be present.

Representatives and Executive Officers shall not meet and discuss STNC business in numbers meeting or exceeding a majority of a quorum – six (6) out of eleven (11), except

in regular, special and joint STNC meetings.

**Section 3: Official Actions** - The Board may vote on measures listed on the agenda. In general, a simple majority vote of the Board members present and voting, not including abstentions, is sufficient to pass a measure, with a tie being considered a failure to pass. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the current seated Board.

Board members with a conflict of interest in a particular measure must recuse themselves from voting on it. Conflicts of interest shall be as defined in the City of Los Angeles ethics laws. Board members under the age of eighteen (18) are prohibited from voting on measures involving legal contracts or expenditure of monies.

**Section 4: Terms and Term Limits** - The normal term of office for all Board seats is two (2) years. A Board member may serve no more than two (2) terms in the same office, and may thereafter run for any other seat for which he/she is qualified for according to stakeholder, community interest or residency status. No stakeholder may serve in any combination of voting positions on the Board for more than eight (8) consecutive years.

**Section 5: Duties and Powers** - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community. The Board shall also exercise all other authority granted to Neighborhood Councils by the City of Los Angeles.

- A. **Conflicts of Interest** - Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies.
- B. **Restriction on Political Campaigns** - The STNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidates' forums, or announcement of such forums. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.
- C. **Vote of Confidence** - If a Board member feels it necessary to do so, he or she may request a vote of confidence from the Board. This shall be conducted as a regular vote by the members of the Board, reflecting the Board's judgment of the conduct of the person requesting the vote. The vote shall be advisory only, with no particular result required.

**Section 6: Vacancies** - When a vacancy occurs the Secretary must announce that vacancy at its next regular meeting and is authorized to continue actively searching for a candidate to fill it until ninety (90) days prior to the next election. Appointees must meet the same eligibility requirements as the Board member who vacated the seat as set forth in Article V, Section 1.



**Section 7: Absences** – Any Board member having three (3) consecutive absences or four (4) absences in 12 consecutive months from General STNC meetings is considered to have tendered their resignation.

**Section 8: Censure** – The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

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

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

censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

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

**Section 9: Removal** - Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

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

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

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

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

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

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

**Section 10: Resignation** - Any Board member may resign by submitting a written resignation to the President or Secretary. Notice of the resignation shall be posted and archived by the Secretary. The Board may opt to appoint a replacement for the resigned Officer or Representative if the resignation takes place more than sixty (60) days prior to the next regular election of Board members.

If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, or be appointed a City Commissioner he or she must immediately resign from the Board.

**Section 11: Community Outreach** - The STNC shall establish procedures for communicating with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

## ARTICLE VI OFFICERS

**Section 1: Officers of the Board** - The officers of the Board ("Officers") shall include the following positions which, all together, comprise the Executive Committee: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer. The Executive Officers shall form the Executive Committee 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. There are five (5) Executive Officers elected at large:

- A. **President** - Shall chair regular, special and Executive Committee meetings and shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council, or may delegate someone to represent the STNC to these bodies.

- B. First Vice President** - First Vice President, Community Improvement - Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. He/She shall be the liaison between the Board and STNC/community improvement projects.

He/She shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated.

In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to select a new President to serve out the remainder of the term; the new President must be chosen from those current board members who have served a minimum of twelve months on the current Board.

- C. Second Vice President** –Outreach- Shall chair the Outreach Committee. He/She shall assume the duties of the President when both the President and First Vice President are unable to do so.
- D. Secretary** - Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City government agencies. He/She will be responsible for maintaining the contact lists of STNC Board and committee members and stakeholders, and shall coordinate with the staff to ensure the timely posting of notices of Board meetings, committee meetings, elections, and other items of interest to the STNC community. He/She shall take minutes at the Agenda and Board meetings in the absence of the appointed minute taker. The Secretary shall be the STNC Officer of Service.
- E. Treasurer** - Chairs the Budget and Finance Committee. Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements. Submits financial reports to the Board of Officers at every regular meeting. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department's required reports and all other paperwork and reports required by the Department in a timely manner.

Executive Officers are expected to act in the interest of the STNC and the Sunland- Tujunga community as a whole.

**Section 3: Selection of Officers** - Officer positions are elected during the elections of the STNC.

**Section 4: Officer Terms** - The normal term of office for all Executive Officers is two (2) years or until the next election. An Executive Officer may serve up to two (2) consecutive terms in any particular office, and may thereafter run for any other seat for which he/she is qualified by stakeholder group or residency status.

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

STNC stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee President. Unless otherwise stated in these bylaws committees may only make recommendations to the Board

**Section 1: Standing Committees** - Standing Committees must meet at least once every other month and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least seventy-two (72) hours in advance with an agenda. Minutes of the meeting must be recorded and archived, and must be made available for public inspection.

- A. **Executive Committee** – This committee consists of the five (5) Executive Officers. The Executive Committee:
- Meets at least once per month.
  - Is chaired by the STNC President.
  - Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
  - Recommends actions to the Board.
  - May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

- B. **Outreach Committee** – This committee is considered to be a permanent and on-going function of the STNC consisting of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Outreach Committee:
- Meets at least once per month.
  - Is chaired by the Second Vice President.
  - Has 5 Board members, consisting of the Second Vice President, and (1) Geographical Rep from each of the four Regions.
  - Has up to 10 non-board stakeholder members
  - Makes Geographical Representatives responsible for outreach to their respective regions.
  - Is expected to make regular and continuing efforts to inform and solicit

input and STNC participation from the diverse elements of the community.

- Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.
- Performs Press Relations and Social Media duties.

The Outreach Committee shall be comprised of the second Vice President of Outreach, one (1) Geographical Rep from each of the four Regions and up to 10 non-board Stakeholder members. A quorum of the Outreach Committee meeting consists of four (4) Committee members. A Majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.

**C. Budget and Finance Committee** - This committee consists of the Treasurer and four (4) other stakeholders who may or may not be Board members, who shall be appointed by the Board. At least one (1) of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings unless the meeting has been posted as a special joint board and committee meeting.
- Investigates and pursues special funds available through the City for special projects.
- Generates a financial plan for each fiscal year, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.
- Receives, reviews, and submits stakeholder and committee requests to the Board for funding consideration.

A quorum for a Budget and Finance Committee meeting consists of three (3) members, including at least one (1) Board member. At least three (3) votes in favor or three (3) votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

**D. Land Use Committee** - This committee consists of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land

## Use Committee:

- Meets at least once per month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.
- Issues reports and recommendations to the Board on issues and developments within its purview.

The Land Use Committee shall contain eleven (11) full members and four (4) alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven (7) members, and at least six (6) votes in favor or at least six (6) votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

**E. Community Improvement Committee**-The mission of the Community Improvement Committee is to address issues of community improvement including those of economic or legislative impact and present recommendations to the STNC Board.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

**F. Beautification Committee**-The mission of the Sunland-Tujunga Beautification Committee is to improve the visual quality and enhance the beauty of Sunland-Tujunga. The Committee will plant trees, organize public art projects, establish gardens, and conduct clean-up activities. We will also educate and engage residents and businesses in beautification projects that benefit and give back to the community.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a



quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.

- Issues reports and recommendations to the Board on issues and developments within its purview.

**G. Sunland Tujunga Arts Recreation and Culture Committee-** The Arts, Recreation & Culture Committee nurtures and promotes artistic endeavors and cultural events within the community; provides a resource for and expands the awareness of the growing diversity of our neighborhoods. works to provide local artists and cultural organizers with the nexus of public space, venues and available support to aid in the achievement of relevant projects. The committee also encourages the use and preservation of existing recreation space and advocates for future funding and expansion as a necessary means for the growth of social interaction among our community.

- Meets at least once every other month
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

**H. Safe Traffic and Transportation Committee-**The Safe Traffic and Transportation Committee's purpose is to represent the community's needs and interests regarding traffic safety and related transportation issues in our community, and to communicate and represent them to City and State officials to make needed changes.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

**Section 2: Ad Hoc Committees** – Ad-Hoc Committees may be established as deemed appropriate by the Board, to carry out the work of the STNC. An Ad-Hoc Committee will be automatically dissolved when their task is completed or one year after inception. They may be renewed. Committees may meet when and as needed, but are subject to the requirements of the Brown Act regardless of whether or not they are comprised only of STNC Board members. Ad Hoc Committees shall be terminated automatically if they have not met in 90 days.

**Section 3: Committee Creation and Authorization** – Additional Standing Committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee and unless otherwise

specified in these bylaws, the Board shall appoint any and all committees and committee chairs, and ratify all committee members. Removal of committee chairs or committee members shall be by a two thirds vote of the Board unless stated otherwise in these bylaws. Each standing committee must have at least one (1) Board member appointed to it and this Board member must be present for the Committee to formally take action.

## **ARTICLE VIII MEETINGS**

All meetings shall be conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy. Ongoing outreach shall be performed to inform stakeholders of meetings.

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

- A. **Regular Meetings** - Regular STNC meetings shall be held once per calendar month, where possible, with no fewer than ten (10) regular meetings held per calendar year and with no more than one (1) calendar month skipped in sequence.
- B. **Special Meetings** - Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the President.

**Section 2: Agenda Setting** - The Executive Committee shall establish the agendas for regular STNC meetings at Executive Committee meetings called for that purpose. These agenda meetings shall be open to the public and subject to the requirements of the Brown Act.

Stakeholders may force the Board to consider a measure by means of an initiative. Proponents of a measure must draft the measure that they wish to see passed, and obtain the signatures of at least fifty (50) validated stakeholders. The drafted measure and signatures must then be submitted to the secretary. The Executive Committee is then required to place the item on the agenda of the next regular meeting of the STNC within sixty(60) days, or to call a special meeting if it deems it appropriate to do so. At the meeting the measure may be discussed and debated, and then voted upon by the Board or referred to committee. As with other measures before the Board, reconsideration is permitted. An initiative that fails to pass may not be re-submitted until after the next election of Board members. An initiative may not be submitted for a measure already considered by the Board during the current elective term, except for a reconsideration initiative.

**Section 3: Notifications/Posting** – Agendas shall be posted in at least one (1) twenty-four (24) hour accessible physical location and the STNC website in compliance with City policy. Agendas must be posted and emailed to the STNC email database and to the Department at least seventy-two (72) hours before regular meetings and twenty-four (24) hours before special meetings.

**Section 4: Reconsideration** - The Board may reconsider and amend its action on items listed on the agenda if reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either occasion, 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 be approved. A Motion for Reconsideration can only be made by a Board member who previously voted on the prevailing side of the original action taken, or by a stakeholder initiative as described in Article VIII, Section 2. 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 who wishes to initiate a reconsideration must submit a memorandum to the Secretary identifying the matter to be reconsidered, as well as a brief description of the reason(s) for requesting reconsideration, at the next regular meeting.

## **ARTICLE IX FINANCES**

The STNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and the Plan for a Citywide System of Neighborhood Councils, and as stated in the certification application. STNC further agrees to comply with all reporting requirements as prescribed by the Department. The Treasurer shall comply with the accounting requirements of GAAP.

## **ARTICLE X ELECTIONS**

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

**Section 2: Governing Board Structure and Voting** - The number of Board seats, 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.** All Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the STNC elections.

**Section 4: Method of Verifying Stakeholder Status** - Voters will verify their Stakeholder status by providing acceptable documentation.

**Section 5: Restrictions on Candidates Running for Multiple Seats** - A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

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

- A. Because the Groups that are being represented are at least as important as the person representing them, it is imperative that Stakeholder Group Representative candidates provide proof that they are supported in their candidacy by the group

they propose to represent and that this organization/group affirms that the candidate does regularly attend monthly meetings at the location/branch of the organization that is located within the STNC boundaries.

### **ARTICLE XI GRIEVANCE PROCESS**

Any STNC stakeholder who is adversely affected by a decision of the Board, or who feels the conduct of the Board is not in accordance with the governing principles, may submit a written grievance to the Board Secretary. An appointed Grievance Committee shall review the grievance and advise the stakeholder of the outcome within thirty (30) days of the submission. Submitted grievances must be announced by the Secretary at the next regular meeting of the STNC. If a Board vote is required to resolve the grievance, it should be held at this meeting. If the stakeholder is not satisfied with the outcome, he or she may then petition the Department for mediation. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

### **ARTICLE XII PARLIAMENTARY AUTHORITY**

The conduct of meetings shall be based on the following four standards, in decreasing order of priority:

- Any and all applicable laws, including the Brown Act
- Bylaws
- Standing Rules
- Robert's Rules of Order, Newly Revised

The President may appoint an unbiased parliamentarian. The Parliamentarian shall advise the President on parliamentary rules.

### **ARTICLE XIII AMENDMENTS**

Amendment of bylaws requires approval of both the Board and the Department. An amendment may be initiated by a Board member as an agenda item request, or by a stakeholder via the initiative process. The amendment shall then be placed on the agenda of the next regular STNC meeting, or the Executive Committee may call a special meeting of the STNC if it is deemed appropriate. A two-thirds (2/3) majority vote of the entire Board at least fifteen (15) votes in favor – is required to approve an amendment. After an amendment is approved, it must be submitted to the Department along with a statement of ratification by the Board. When approval of the amendment is received from the Department, the amendment becomes part of the bylaws.

### **ARTICLE XIV COMPLIANCE**

The STNC shall be subject to any and all applicable sections of the City of Los Angeles governmental ethics ordinances, including Los Angeles Municipal Code Section 49.5.1. All

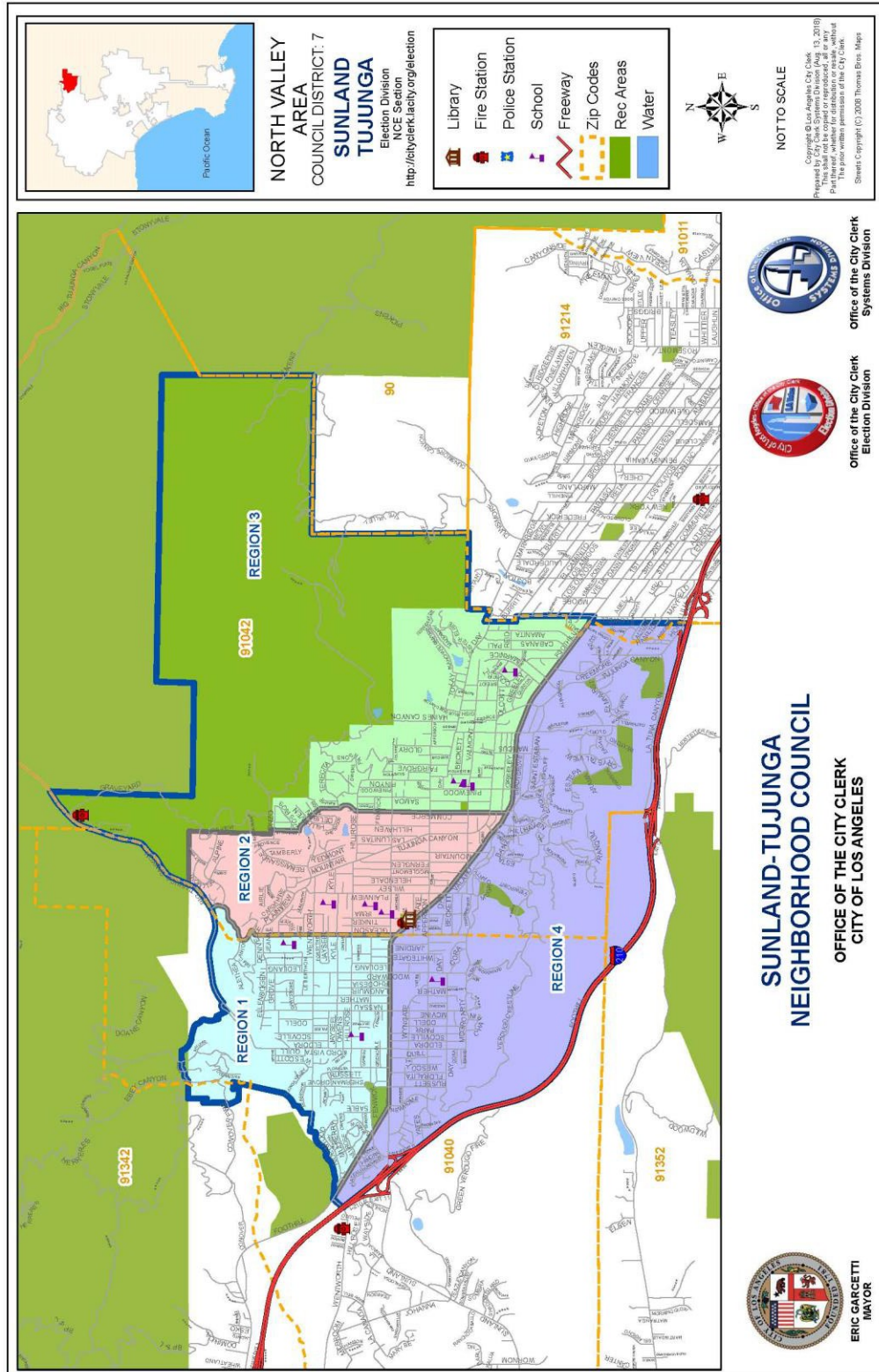
applicable laws of local, state, and federal government shall be the minimum ethical standard for STNC, its Board, and its stakeholders.

**Section 1: Code of Civility** - The STNC, its representatives and all Stakeholders shall conduct all STNC 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 must take ethics and funding training prior to making motions and voting on funding related matters.

**Section 3: Self-Assessment** - Intentionally left blank.

# ATTACHMENT A – Map of Sunland-Tujunga Neighborhood Council



## ATTACHMENT B – Governing Board Structure

### Sunland-Tujunga Neighborhood Council – 22 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
First Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Second Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Secretary Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Treasurer Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Stakeholder Group Representatives Term: 2 Years	7	Elected	Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of stakeholders representing non-profits, educational, faith-based, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
At-Large Community Interest Representative Term: 2 Years	1	Elected	Stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older at the time of filing for candidacy. The Community Interest Representative must participate on at least one committee.	Stakeholders who live, work, or own property within the STNC boundaries or those who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older.
Region 1 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 1 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 1 and are 16 years of age or older.
Region 2 Representative Terms: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 2 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 2 and are 16 years of age or older.
Region 3 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 3 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 3 and are 16 years of age or older.
Region 4 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 4 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 4 and are 16 years of age or older.