

**PROPOSED REVISED BYLAWS  
FOR  
North Hills West Neighborhood Council  
(Version 11, 5-09)**

APPROVED

**ARTICLE I  
NAME**

The name of the neighborhood council shall be the North Hills West Neighborhood Council, an officially recognized advisory council hereby part of the Los Angeles Citywide system of neighborhood councils.

**ARTICLE II  
PURPOSE, MISSION and POLICY**

- A. **The PURPOSE** of the North Hills West Neighborhood Council is to participate as an advisory body on issues of concern to our community and in the governance of the City of Los Angeles.
- B. **The MISSION** of this council is:
- (1) To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this community, the delivery of City services to this neighborhood and on matters of a Citywide nature, and
  - (2) To advise the City of Los Angeles on issues concerning City governance, the needs of this neighborhood council, the delivery of City services to this neighborhood and on matters of a citywide nature.
- C. **The POLICY** of this neighborhood council shall be:
- (1) To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this neighborhood council,
  - (2) To remain non-partisan with respect to political affiliations and inclusive in our operations including, but not limited to, the election process for governing body and the election, selection, or appointment of committee members.
  - (3) To utilize the Early Notification System to inform our neighborhood council of matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process.
  - (4) To encourage all Community Stakeholders to participate in all activities of this neighborhood council.
  - (5) To prohibit discrimination against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.

(6) To have fair, open, and transparent procedures for the conduct of our neighborhood Council business

(7) To conform with the current plan for the Citywide System of Neighborhood Councils.

### **ARTICLE III DEFINITIONS**

- A. BOARD shall mean a Governing Body within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (Plan) also to be known herein as the Board of Governors, and shall have voting responsibilities.
- B. COUNCIL shall mean the North Hills West Neighborhood Council, which shall include all stakeholders as defined in Article III, Section H below.
- C. COUNCIL MEETING shall mean a meeting of the Board and all council Stakeholders.
- D. CHAIR shall mean the President or presiding officer of the Board of Governors.
- E. VICE CHAIR shall mean Vice-President or second in charge behind the Chair at meetings of the Board of Governors.
- F. TREASURER shall mean a member of the Board of Governors also charged with the responsibility of establishing an accounting system for the Council, maintaining the records of the Council's finances and book of accounts, and preparing any financial reports for the Department of Neighborhood Empowerment pursuant to the Plan for a Citywide System of Neighborhood Councils.
- G. SECRETARY TO THE BOARD OF GOVERNORS or SECRETARY shall mean a person selected by the Board who shall serve at the will of the Board.
- H. COMMUNITY STAKEHOLDER or STAKEHOLDER shall mean any individual who lives, works or owns property in this neighborhood council area. Stakeholder status also includes participation in educational institutions, religious institutions, community organization, non-profit organizations or homeowners associations that operate within and for the benefit of this neighborhood council area, or any individual who declares a stake in the neighborhood and affirms the factual basis.
- I. MEMBER shall mean, and is synonymous with COMMUNITY STAKEHOLDERS or STAKEHOLDERS.
- J. AREA shall mean the geographic area, as set forth in ARTICLE V.
- K. OFFICIAL ACTION shall occur when the BOARD approves, or disapproves by vote any resolutions, positions, or decisions with respect to an item on its agenda. Said decision becomes the official or representative position of the North Hills West Neighborhood Council.

**ARTICLE IV  
MEMBERSHIP/COMMUNITY STAKEHOLDER**

MEMBERSHIP in this Neighborhood Council is open to all COMMUNITY STAKEHOLDERS or STAKEHOLDERS, as defined above. All STAKEHOLDERS shall be eligible to vote in elections for the Board.

**ARTICLE V  
NEIGHBORHOOD COUNCIL BOUNDARY AREA**

The boundaries of the North Hills West Neighborhood Council are described as follows:

1. To the North, Devonshire St.
2. To the South, Roscoe Blvd.
3. To the East, the San Diego Fwy, (405)
4. To the West, Bull Creek between Roscoe Blvd. and Lassen St.; west on Lassen St. to Balboa Blvd.; Balboa Blvd. between Lassen St. and Devonshire St.

**ARTICLE VI  
BOARD OF GOVERNORS**

There shall be 13 Community Stakeholders on the Board of Governors. All committees, subcommittees and/or ad hoc committees shall be made up of Stakeholders that are elected, selected, or appointed in a manner to be determined by the Board.

A. Definition - The stakeholders will elect all 13 Board members. The 13 Board members will elect the position of Chair, Vice-Chair, and Treasurer from among the elected Board members.

B. BOARD COMPOSITION – Member Qualification & Terms

BOARD POSITION	ELECTED OR APPOINTED	STAKEHOLDER ELIGIBILITY FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT
Residential Stakeholders – Six (6) Seats	Elected (Elected by highest # of votes)	Open to all stakeholders residing in the community, either as a homeowner or a renter and affirms the factual basis for it. 18 years or older at the time of election.	Stakeholders 18 years of age and above.
General Board Members – Seven (7) Seats	Elected (Elected by highest # of votes)	Open to all community stakeholders, including any individual who declares a stake in the neighborhood and affirms the factual basis for it. 18 years or older at the time of election.	Stakeholders 18 years of age and above.

General Board members shall assume areas of responsibility commensurate with their concerns and abilities, to fulfill the purpose and mission of the Council.

No Single stakeholder group shall comprise a majority on the governing body, unless extenuating Circumstances are warranted and approved by DONE.

The board will serve a four year term with a staggered election cycle, where approximately half the board is elected at each City Clerk conducted election.

Beginning with the City Clerk conducted elections in 2010, Seven (7) General Board members will be elected to a one-time, two year term and Six (6) Residential Board Members will be elected to a four year term.

Thereafter, beginning in year 2012, General Board members shall also have a four year terms.

There is no limit on the number of terms a person may hold office.

## **ARTICLE VII ELECTION OF THE BOARD OF GOVERNORS**

### **A. Elections**

Pursuant to the approval by the L.A. City Council on December 18, 2007 of the package recommendations from the Neighborhood Council Review Commission (NCRC), the Board of Governors of the North Hills West Neighborhood Council by formal resolution adopted the recommendation that the L.A. City Clerk assume responsibility of conducting Neighborhood Council elections. More specifically, the North Hills West Neighborhood Council opted to extend the terms of the current Board members to 2010 so that the City Clerk can conduct our elections in 2010 and every even-numbered year thereafter

The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the City Clerk shall take precedence over any inconsistent language in these bylaws.

All voters must be eighteen (18) years of age or older at the time of election

### **B. Officers**

Officers shall be duly elected Board Members. The offices are President, Vice-President, and Treasurer. Officers are elected for one-year terms by the Board. Officers are elected annually at the first board meeting following the completion of a general board election conducted by the City Clerk's Office in even-numbered years and at the subsequent one-year anniversary mark of the officers' election in odd-numbered years.

A meeting of the Board of Governors must be held within thirty (30) days of the certification of a general Board election. Officers serve at the will of the Board and may be removed by a two-thirds vote of Board members once quorum is established at any Board meeting.

These officers shall assume the duties prescribed below and any other duties the Board shall assign them.

1. The President shall
  - A. Function as the presiding officer at meetings of the Council
  - B. Act as chief liaison with Los Angeles City and other government agencies for delivery of Community Impact Statements and other correspondence.
  
2. The Vice President shall
  - A. Act as presiding officer in the absence of the President and, in case of vacancy in the office of President, or in the case of the President's unavailability due to sickness, disability, death or resignation, the Vice President shall perform the duties of the President
  - B. Be responsible for coordinating the regular functions necessary for successful and effective Board Meetings
  - C. Perform all other duties as the President or the Council may assign from time to time
  
3. The Treasurer shall
  - A. Be the custodian of the North Hills West Neighborhood Council funds.
  - B. Chair the Budget and Finance Committee, which shall prepare the yearly budget and recommend such adjustments for Board approval as it deems necessary to successfully fund the purpose and mission of the Council.
  - C. Cooperate fully with DONE in matters related to Certified Neighborhood Council funding, financial affairs and accounting procedures, and shall allow DONE staff access to the accounting records.
  - D. Submit financial reports to DONE as prescribed. The financial reports shall include, but not be limited to, information regarding the amount appropriated (or the beginning balance for the subject quarter), additional receipts for the subject quarter, if any, the expenses paid during the reporting period, and the ending balance of the funds.
  - E. Submit financial reports for review by the North Hills West Neighborhood Council Board and stakeholders on a monthly basis
  - F. Keep and maintain adequate and correct books and records of the Council's transactions. The books and records shall be open to inspection by stakeholders at all reasonable times.

#### C. Secretary

There shall be a position known as Secretary to the Board of Governors. The Secretary to the Board of Governors is not a member of the Board. The Secretary or any Alternate Secretary shall serve at the will of the Board. The secretaries shall be appointed by majority vote of those Board Members present at a duly noticed meeting and shall serve for a term of one year, unless removed by a majority vote of the Board any time sooner. There shall be no limit on the number of consecutive terms that may be awarded to any individual secretary

The Secretary shall

1. Keep the minutes of the Council, and ensure that all notices are given in accordance with the provisions of these Bylaws and comport to the Brown Act
2. Be the custodian of the Council's financial records from previous fiscal years.

3. Keep a register of the addresses (including electronic addresses, if applicable) and telephone numbers of North Hills West Neighborhood Council Board members and stakeholders.
4. Perform all other duties as requested by the President and/or the Board

#### D. Election Outreach

The Rules and Elections Committee Chair shall ensure that a system of outreach be instituted to find and obtain nominees for election to the Board of Governors. The purpose of this outreach is to put forth a reasonable effort to inform and give every Stakeholder desiring to participate on the Board of Governors an opportunity to become a Board member.

The election procedures shall provide notification and opportunity for candidates to present themselves to the stakeholders.

#### E. Committees

The permanent or standing committees for North Hills West Neighborhood Council are listed below. These by-laws shall be amended to reflect any changes of these permanent or standing committee(s). The secretary shall note all other committees established or disbanded in the Minutes.

- Outreach and Events
- Land Use and Planning
- Budget and Finance
- Rules and Elections
- Crime and Safety
- Emergency Preparedness
- Infrastructure Maintenance

Membership and leadership of committees shall be by common consent or, if there is dissent or competition for roles, by nomination, seconds, and a majority vote of appointment by the Board. Roles shall be for a year unless otherwise determined in the appointment. The Chairs of standing committees shall be sitting Board members.

The Chair or Co-Chairs of these Committees shall list established memberships, check for quorums, plan and forward agendas to the Secretary or whoever is appointed to prepare agendas, conduct meetings and make reports or recommendations to the Board.

Committees shall meet no less than once per calendar quarter.

The Chairpersons of the Standing Committees shall assume the duties designated here and such other duties as the Board shall additionally assign.

The Outreach and Events Chairperson shall

- Chair the Outreach and Events committee, which shall be responsible for planning, organizing and promoting the following aspects of Council outreach
- Coordinate community events on behalf of the Council

- Fulfill the mandate to post public notice of Council meetings in the designated sites
- Act as liaison with other agencies to plan and promote local and regional events that will fulfill the purpose and mission of the Council
- Disseminate information to stakeholders promoting these shared events
- Disseminate pertinent information to the community regarding Council activities and the neighborhood
- Promote neighborhood involvement in Council elections and other events
- Works with stakeholders, Board Officers and committees to promote participation in Neighborhood Council activities

The Land Use and Planning Chairperson shall

- Chair the Land Use and Planning Committee
- Act as liaison between the North Hills West Neighborhood Council and developers interested in initiating projects in the North Hills West area
- Act as liaison, ensuring representation of the Board's position to the City of Los Angeles through its appropriate agencies, including but not limited to the City Council and its Planning and Land Use Committee regarding development in the North Hills West area.
- Be responsible for dissemination of information to stakeholders regarding proposed development projects in the North Hills West area
- Monitor applications and coordinate meetings and motions regarding projects which affect the North Hills area

The Rules and Elections Chairperson shall

- Chair the Rules and Elections Committee, which shall be responsible for preparation Bylaws amendments to recommend to the Board for approval.
- Act as liaison between the North Hills West Neighborhood Council and City of Los Angeles Clerk's Office to ensure election procedures are established in accordance with all City rules and procedures, and coordinate elections according to the approved procedures
- Shall be responsible for making available necessary materials to ensure the election proceeds according to approved procedures.
- Be responsible for ensuring North Hills West Neighborhood Council by-laws remain in accordance with DONE's guidelines

The Budget and Finance Chairperson shall

- Be the elected Treasurer
- Chair the Budget and Finance Committee, which shall be responsible for working with the Treasurer to fulfill the responsibilities given in Article VII, Section B., number 3, for the budget and management of the financial records of the Board.

The Crime and Safety Chairperson shall

- Chair the Crime and Safety Committee, which shall plan, organize and manage meetings, trainings and presentations related to security and safety issues.
- Function as a liaison with the Police Department
- Participate in regular meetings with local Police and report on those meetings and activities
- Promote Neighborhood Watch groups

The Emergency Preparedness Chairperson shall

- Chair or Co-chair the Emergency Preparedness Committee
- Be the liaison with the facility housing the Emergency Response Center
- Promote training and Emergency Preparedness activities
- Be responsible for preparation of reports and dissemination of information regarding disaster preparedness to stakeholders and the Board of Officers
- Monitor, organize, coordinate and recommend to the NHWNC Board regarding the activities, services, projects, and interactions with other organizations and agencies regarding the plans and preparation for major emergencies.

The Infrastructure Committee Chairperson shall

- Chair the Infrastructure Committee, which shall monitor, report and make recommendations to the Board regarding issues, requests and projects related to the transportation system upgrade and maintenance, community recreation, community design improvement for streetscape and public areas, and regular city services and public works.
- Acts as liaison between North Hills West stakeholders and the City, State and Federal agencies regarding these issues

F. Vacancy on the Board - A vacancy on the Board of Governors shall be filled by the following procedure:

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

- Any stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application to the Secretary or other officer at least one week prior to the next scheduled board meeting.
- Upon receipt of the notification that a Board member will not be able to fulfill his/her duties, the Secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the board.
- The chair will collect, review and forward all applications to the secretary, which will then be presented to the Board requiring a simple majority approval and ratification by the simple majority of stakeholders present at the meeting to fill the vacant seat. Applicants shall qualify under the stakeholder category for which they are applying.
- Vacancy application elements:
  - Which seat is desired
  - Name of Applicant, address and contact information
  - Qualification as a North Hills West Stakeholder
  - Statement of Applicant's Intent and purpose

## G. Removal of Board Member

A Board member may be replaced or removed in the following manner:

**Automatic Removal:** A board member who fails to fulfill the attendance requirements outlined in Article H. Minimum Role Requirements for all Council Board Members, sub section 4 shall be automatically removed from the board. In order to be credited for attendance at a Board meeting, a Board member must arrive at said meeting before voting begins on any agenda item, and remain until all of said voting has been completed.

**Removal for Cause:** A Board member may be removed for cause following a good faith determination by the Board that the member has engaged in conduct materially and seriously prejudicial to the purposes and policies of the Council as provided in the Bylaws. Board member(s) can initiate this process by submission of a written petition detailing the charges to the Secretary of the board which identifies the Board member to be removed and the reason(s) for removal. Stakeholders may initiate the process by submission of a petition to the Secretary which identifies the Board member to be removed, the reason(s) for removal, and includes the signatures of 150 stakeholders.

If grounds appear to exist for removal of a member under Subsection 2, the procedure below shall be followed:

- The board member shall be notified of the proposed removal and the reasons for the proposed removal. The board member shall receive written notice of the petition to remove not less than twenty (20) days prior to the issue being presented at a voting board meeting
- Notice shall be given within 5 business days of receipt of the petition by the secretary by personal delivery, electronic mail or U.S. Postal Service. Any notice given by mail shall be sent by first-class or registered mail to the member's last known address.
- The Board member shall be given the opportunity to be heard, either orally or in writing. The hearing shall be held, or the written statement considered, before the Board.
- The Board shall vote on the matter of removal after having considered the petition for removal and having heard the statement of the Board member in question. A removal of a member pursuant to this subsection shall require a vote of two thirds of Board members voting, with at least 9 members voting.
- No removal shall be finalized without the review and approval of the Office of the City Attorney. In case of a Board member's resignation or removal, a replacement shall be seated in accordance with Article VII, Section F.

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

## H. Minimum Role Requirements for all Council Board Members

It is understood that a Board member functions as a leader and representative for the community, and that to be effective as a Board member, an enduring level of commitment in time and effort is necessary. The following requirements shall be explicitly understood by each Board member prior to their seating on the Board.

1. Each Board member shall chair or co-chair at least one working committee at any time and must be seated on a standing committee.
2. Each Board member shall seek to represent this Council to at least one outside agency or organization vital or beneficial to the community. Board members will regularly attend meetings, gather information to be disseminated to the Council and stakeholders, and develop relationships with the officers, leaders and fellow participants of those entities with a view toward empowering the North Hills West community. The Council representative will place issues and motions on the agenda for Board decisions and then represent the consensus of the Board to the outside agency or organization.
3. Each Board member shall assume or share one task for ensuring successful meetings. These tasks shall be defined by the Board President and shall be assigned by common consent of the Board. Tasks for which there are no volunteers shall be assigned by the Vice President.
4. Each board member must attend a minimum of  $\frac{3}{4}$  of the regularly scheduled board and committee meetings (for the standing committee they are seated on) in a calendar year. Notice of any upcoming absence shall be provided to the president and secretary 48 hours prior to the meeting.

#### **ARTICLE VIII MEETINGS**

The North Hills West Neighborhood Council will comply with the Brown Act. All meetings shall be noticed and conducted in accordance with the Act.

1. The Council will establish procedures to communicate with all community stakeholders on a regular basis, in a manner ensuring that information is disseminated evenly and in a timely manner.
2. Meetings shall be called as deemed necessary at any time but in no event shall meeting occur less than once per calendar quarter.
3. Meetings of the Board of Governors will be noticed on agendas pursuant to the Brown Act. Board Rules shall be developed and adopted by a majority of the Board at the voting meetings and can be changed or modified by the Board per said rules at any subsequent meetings.
4. Notification of all meetings shall include a minimum of five posting locations within the North Hills West Neighborhood Council boundaries, with the intent to provide uniform coverage of the Council area. The official list of posting locations shall be determined by the Board and added to the Board rules.

5. The Board shall take Official Action after the establishment of a quorum of seven (7) Board members. There shall be no proxy voting. No business shall be conducted in the absence of a quorum. Any action voted on will require a majority vote of the Board members present.
6. If the Board is called upon to vote, in the event of a tie, the motion will be tabled until the next meeting.
7. Rules for the conduct and decorum of the Board meetings have been established by the Board of Governors and are reflected in the North Hills West Neighborhood Council Code of Civility and Ethics.
8. Where the Board has not adopted its own rules for conducting its meetings, the Board shall follow Robert's Rules of Order. The Rules of the Board of Governors that have been formally adopted and set forth in writing shall, unless contrary to State or federal law, take precedent where there is a conflict with Robert's Rules of Order. All committee meetings shall be governed by any written rules adopted by the Board of Governors for conduct of meetings, or by Robert's Rules of Order, where no Board rule applies.

#### **ARTICLE IX PRINCIPAL OFFICE**

Meetings of the Board of Governors and general stakeholder meetings will be held within the boundaries of the North Hills West Neighborhood Council. The meeting location, dates and times will be noticed on agendas.

#### **ARTICLE X AMENDING BYLAWS**

The Board or any Stakeholder may propose amendments, changes, additions or deletions to these bylaws during any meeting. A proposal to amend these bylaws is submitted in writing to the Rules and Elections Committee and then lodged with the Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be open for public discussion at the meeting. The amendment will then be voted on by the Board.

A recommendation for amendment or adjustment of these Bylaws must also be made by a two-thirds majority vote of the stakeholders present. Thereafter, and within 14 days after a vote recommending adjustment or amendment to the Bylaws, a Notice of Proposed Adjustment of Bylaws shall be submitted to the Department of Neighborhood Empowerment along with a copy of the existing Bylaws for review and approval by the Department all in accordance with Article V (3) of the Plan. No amendment is valid or effective until approved by DONE in accordance with Article V(3) of the Plan.

**ARTICLE XI  
FINANCIAL ACCOUNTABILITY**

A. The Treasurer of this Council shall oversee and be charged with the full custody and control of all Council funds and assets. The Treasurer will establish an account or accounts for the deposit of Council funds in a federally insured (FDIC) bank or financial institution in the precise name of this Council, as certified by the City of Los Angeles. These funds shall remain liquid and readily available for use by the Council and shall not be used for high risk or speculative investments, but must conform to prudent standards of investment of public funds.

B. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, and federal laws. The Treasurer may request authorization from the other members of the Board of Governors to retain a financial professional to assist in creating and maintaining a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department of Neighborhood Empowerment when implementing the same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.

C. The North Hills West Neighborhood Council will comply with the Public Records Act.

D. The Treasurer shall make an accounting report to the Board on the Council's finances at every regular voting meeting of the board.

E. The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement for the Department of Neighborhood Empowerment, once or twice each year, whichever is established by the Department. The Treasurer shall also coordinate and cooperate with the Department of Neighborhood Empowerment on establishing a process and/or a system by which the Council's finances and book of accounts can be reviewed by the Department of Neighborhood Empowerment pursuant to the Plan for the Citywide System of Neighborhood Councils.

**ARTICLE XII  
GRIEVANCE PROCEDURE**

Any grievance by a Stakeholder must be submitted in writing to the Board of Governors. The Board of Governors shall then refer the matter to an ad hoc grievance panel comprised of any odd number of Stakeholders, minimum 5, who are randomly selected by the Council secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. Within 14 days upon receipt of the grievance, the Secretary will coordinate a time and a place for the panel to meet. The grievance panel must meet within 21 days from the time the grievance was received.

Thereafter, a panel member shall prepare a written report within 14 days to be forwarded by the Secretary to the Board outlining the panels' collective recommendations for resolving the

grievance. The Board of Governors may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

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

In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department of Neighborhood Empowerment for consideration or dispute resolution in accordance with the Plan. The Complainant has the right to appeal to DONE.

### **ARTICLE XIII ETHICS**

The Council, its representatives, and all Stakeholders will endeavor to conduct Council business in a professional and respectful manner. The North Hills West Neighborhood Council shall be subject to any or all-applicable sections of the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1). All applicable laws of local, state, and federal government shall be the minimum ethical standard for the North Hills West Neighborhood Council, its governing body and community stakeholders.

- A. Board members shall be responsible to complete mandated ethics training within 60 days of being seated on the Board. Willful failure to do so shall constitute just cause to initiate removal proceedings.
- B. The North Hills West Neighborhood Council Board shall sign and abide by the Code of Civility and Ethics detailed below. Refusal to sign and abide by the Code of Civility and Ethics shall disqualify the board member.
- C. Candidates for Board seats must sign and abide by the Code of Civility and Ethics.

### **NHWNC CODE OF CIVILITY AND ETHICS**

Collectively and individually, the members of the Board of Directors of the North Hills West Neighborhood Council agree to abide by this Code to ensure that our Neighborhood Council's business is conducted in a respectful, efficient, and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.

By adoption of the code as part of our Board Rules, and for subsequent Members, by accepting the rights and duties of a Board Member, we collectively and individually agree to abide by our Code of Civility and Ethics to the best of our abilities. I have read and understood, and agree to this code.

## ***CIVILITY***

### **LISTENING AND PARTICIPATING**

1. I will conduct myself carefully, realizing I am publicly representing the North Hills West Neighborhood Council.
2. I will treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion. I will treat others with the courtesy and consideration, the way I would desire to be treated.
3. I will demonstrate esteem and deference for my colleagues and the public, even in the face of disagreement or differences of opinion.
4. I pledge to truly listen to and hear other points of view. I will practice the art of being able to disagree without being disagreeable.
5. I will not engage in or threaten to engage in any verbal or physical attack on any other individual during Neighborhood Council meetings, functions, or events. This means I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures. I will not use derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion.
6. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.

### **PREPARING AND FUNCTIONING**

7. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws.
8. I will prepare for meetings and make consistent efforts to understand the issues before the board.
9. I will promote and enforce a safe meeting environment at all times. Should members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner.
10. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
11. I will commit to good faith efforts to resolve any grievances that come before the board as specified in the bylaws.

## ***ETHICS***

### **THOROUGHNESS AND CITIZENSHIP**

12. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter, and will not knowingly violate any of the above.
13. I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.

### **OBJECTIVITY AND ACCOUNTABILITY**

14. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and excuse myself from voting on such matters.
15. I will disqualify myself from discussion and decisions that affect my personal financial interests.
16. To avoid any appearance of partiality or compromise of my honest and objective judgment:
  - A) I will restrict and give public account of any gifts or donations given to me by those with business before the Board, including any financial opportunity, travel, or items of material value.
  - B) I will remove myself from influencing decisions or involvement in decision-making in matters where I might receive employment, honoraria (payment for public appearances), or special privileges.
  - C) I will represent the interests of my community and constituency, and not use my position to influence decisions on behalf of other groups and individuals.