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CALIFORNIA

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BIANCA VITE
COMMISSION EXECUTIVE ASSISTANT
TELEPHONE: (213) 485-1360



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF
NEIGHBORHOOD EMPOWERMENT

334-B EAST SECOND STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 485-1360
TOLL-FREE: 3-1-1
FAX: (213) 485-4608
E-MAIL: done@lacity.org

BONGHWAN KIM
GENERAL MANAGER

CLAUDIA M. DUNN
ASSISTANT GENERAL MANAGER
www.LACityNeighborhoods.com

May 18, 2009

Dear North Hills West Neighborhood Council Board Members:

The Department of Neighborhood Empowerment received a "Neighborhood Council Application to Change or Adjust Bylaws" dated May 12, 2009, to amend the North Hills West NC (NHWNC) bylaws as submitted and signed by Board Members Lewis Brown, Lara Kazandjian, and Erick Aguirre.

It appears that the requested changes are consistent with applicable guidelines for Neighborhood Councils such as the Los Angeles City Charter, City Ordinances, and the Plan for a Citywide System of Neighborhood Councils at this time. The Department has further noted that the application contains all required documentation.

Therefore the "Neighborhood Council Application to Change or Adjust Bylaws" has been **approved**. The current NHWNC certified and amended bylaws shall include the following numbering and language:

ARTICLE III – DEFINITIONS
SECTION H

Previous Language

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 organizations, non-profit organizations or homeowners associations that operate within and for the benefit of this neighborhood council area.

Amended and Approved Language

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.

ARTICLE VI – BOARD OF GOVERNORS SECTION B

Previous Language

B. Stakeholder Interest Groups to be represented on the Board:

- 1) Residential homeowners – 3 seats
- 2) Residential renters – 1 seat
- 3) Business owners/operators – 1 seat
- 4) Service organizations (anyone who participates in educational institutions, religious institutions or any community organization or non-profit group) – 2 seats
- 5) Crime watch/safety groups – 1 seat*
- 6) Neighborhood Outreach – 1 seat*
- 7) Liaison – 1 seat*

The Liaison representative on the NHWNC Board is responsible to the Board and stakeholders for the following activities:

- Interact and advocate with public agencies on behalf of the Council and stakeholders
- Facilitate linkage of individual stakeholders with specific concerns to the appropriate public agency for assistance.

- 8) General Board members (elected as board member without a specific function) – 3 seats*

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

*At-Large seats: open to all community stakeholders.

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

Amended and Approved Language

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

SECTION A – ELECTIONS

Previous Language

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.

Amended and Approved Language

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

ARTICLE VII – ELECTION OF THE BOARD OF GOVERNORS SECTION B – OFFICERS

Previous Language

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. The election of officers shall occur at the first or initial meeting following any election for the members of the Board.

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.

Amended and Approved Language

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.

ARTICLE VII – ELECTION OF THE BOARD OF GOVERNORS
SECTION E – COMMITTEES

Previous Language

C) 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.

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

- Be the elected Outreach Board member
- 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 of Bylaws amendments and Election Procedures amendments to recommend to the Board for approval.
- Act as liaison between the North Hills West Neighborhood Council and City of Los Angeles Department of Neighborhood Empowerment (DONE) 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
- 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

Amended and Approved Language

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 bylaws 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

ARTICLE VII – ELECTION OF THE BOARD OF GOVERNORS SECTION F – VACANCY ON THE BOARD

Previous Language

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 and is requesting a leave of absence or has become medically incapacitated, 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 stakeholders to fill the vacant seat. Applicants filing for vacancy should have active involvement as a stakeholder and qualify under the stakeholder category for which they are applying.
- Should a Board member take a leave of absence, or become medically incapacitated (for as long as 6 months), the Board shall appoint a replacement pursuant to stakeholder ratification for no more than 6

months from a group of qualified applicants who have submitted an application. The elements of an application are listed below:

- Vacancy application elements:
 - Which seat is desired
 - Status – Permanent or Temporary appointment
 - Name of Applicant, address and contact information
 - Qualification as a North Hills West Stakeholder
 - Statement of Applicant's Intent and purpose

Amended and Approved Language

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

ARTICLE VII – ELECTION OF THE BOARD OF GOVERNORS SECTION G – REMOVAL OF BOARD MEMBER

Previous Language

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 attend three (3) consecutive Council meetings, and/or fails to attend (6) of twelve (12) voting Council meetings in the course of one calendar year without providing advance notice and being excused by the President and/or his appointees 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 changes 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.

Amended and Approved Language

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.

ARTICLE VII – ELECTION OF THE BOARD OF GOVERNORS SECTION H

Previous Language

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. A board member may serve on several committees, but shall have leadership in one (as chair or co-chair).
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.

Amended and Approved Language

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.

It is also noted that based on inclusion, revision, removal, or other such changes, renumbering may have occurred to provide consistency throughout the bylaws document.

It is further noted that while the Department has reviewed the requested changes, there could be additional items within the bylaws that may need to be altered at a later time to be consistent with applicable policies.


The governing structure of the NHWNC will now be based on these current and amended bylaws and NHWNC is advised to begin use and distribution of these current certified and amended bylaws. In addition, the Department will keep a copy of said bylaws on file.

Should you have any questions, please contact your Neighborhood Council Project Coordinator, Melvin Cañas who may be reached by phone at (323) 972-7782, via email at Melvin.Canas @lacity.org, or toll-free by dialing 3-1-1.

Thank you,



Jonathan Martinez
Senior Project Coordinator



Melvin Cañas
Project Coordinator

JM/MC/DE

Att: North Hills West Neighborhood Council Bylaws

By e-mail

cc: Leyla Campos, Field Director, Department of Neighborhood Empowerment