

# Bylaws of the MAR VISTA COMMUNITY COUNCIL

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## **Article I NAME**

The name of this organization shall be the Mar Vista Community Council.

## **Article II PURPOSE**

The mission of the Mar Vista Community Council (MVCC) is to provide a forum for discussion of issues that affect the quality of life of MVCC Stakeholders, and to facilitate stakeholder communication and serve as the advocate for the MVCC area with officials of the City of Los Angeles and other governmental and non-governmental entities.

The goals and objectives of the MVCC shall be as follows:

- A. To offer a forum to permit MVCC stakeholders to collaborate and deliberate on matters of interest to the community;
- B. To be an advocate for the MVCC area to government and private agencies on issues for which there is broad community agreement;
- C. To facilitate the delivery of City services to neighborhoods by helping to identify community needs and involving relevant City staff in achieving integrated problem-solving techniques;
- D. To develop a system of ongoing communication with stakeholders regarding current and upcoming projects, issues and events;
- E. To encourage stakeholder participation in MVCC activities; and
- F. To interact with other neighborhood councils on issues of mutual concern and participate in citywide neighborhood conventions.

## **Article III BOUNDARIES**

### **Section 1: Boundary Description**

The MVCC represents Stakeholders within the following geographic boundaries (see Attachment A):

**North:** South of the 10 Freeway between Centinela Ave. and the 405 Freeway, South side of National Blvd. between the San Diego Freeway and Overland Ave., South of the Santa Monica City border between Walgrove Ave. and Centinela Ave.

**East:** West of the 405 Freeway between the 10 Freeway and National Blvd., West side of Overland Ave. between National Blvd. and Charnock Rd., North side of Regent Street between Sepulveda Blvd. and Tuller Ave., West side of Tuller Ave. between Regent Street and Venice Blvd.

**South:** North side of Charnock Rd. between Overland Ave. and Sepulveda Blvd., West side of Sepulveda Blvd. between Charnock Road and Regent Street, North of the Culver City border between Tuller Ave. and the intersection of Zanja St. and Walgrove Ave.

**West:** East side of Walgrove Ave. between Zanja St. and Santa Monica City border, East side of Centinela Ave. between Airport Ave. and the 10 Freeway.

Note: Venice High, Mark Twain Middle School, Walgrove Elementary and Beethoven Elementary, shall be considered an overlap area with the neighborhood council established by the Venice Neighborhood Council. Charnock Road Elementary school and Palms Middle school shall be considered an overlap area with the Palms Neighborhood Council.

## **Section 2: Internal Boundaries**

**Geographic Zones:** The Zones shall be defined as:

- **Zone 1:** South side of National Boulevard; Western boundary is 405 Freeway to the West side of Overland Avenue; North side of Charnock Road, between Overland Avenue and Sepulveda Boulevard; West side of Sepulveda Boulevard between Charnock Road and Regent Street; North side of Regent Street between Sepulveda Boulevard and Tuller Avenue;
- **Zone 2:** South of the 10 freeway, North of National Blvd., East of Centinela Ave., West of 405 freeway;
- **Zone 3:** South of National Blvd., North of Palms Blvd., East of Centinela Ave./Bundy Drive; West of 405 freeway;
- **Zone 4:** South of Palms Blvd., North of Venice Blvd., East of Centinela Ave., West of 405 freeway;
- **Zone 5:** South of Venice Boulevard; North of Culver City border (between Albright Avenue and Centinela Avenue); East of Centinela Avenue; West of the Culver City border along Albright Avenue; North of the Culver City Border;
- **Zone 6:** South of Santa Monica Airport; North of Venice Boulevard; East of Walgrove Avenue; West of Centinela Avenue;
- **Zone 7:** South of Venice Boulevard; North of the Culver City border between Centinela Avenue and the intersection of Zanja Street and Walgrove Avenue; East of Walgrove Avenue; West of Centinela Avenue

## **Article IV STAKEHOLDER**

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the Neighborhood Council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of "Stakeholder" and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

## **Article V GOVERNING BOARD**

### **Section 1: Composition**

**Number of Directors:** The Board shall be comprised of fifteen (15) Directors, including the five (5) officers described in Article V. Of the fifteen (15) Directors, one (1) shall be elected "Community" Director, seven (7) shall be elected "At-large" Directors and seven (7) shall be elected "Zone" Directors.

### **Section 2: Quorum**

**Quorum.** A quorum for meetings of the Board shall consist of eight (8) Directors. No business shall be conducted without a quorum.

### **Section 3: Official Actions**

**Voting:** Subject to the presence of a quorum, a majority vote of the Directors present, not including abstentions shall prevail, except that a two-thirds (2/3) vote of the Directors currently serving on the Board shall be required to remove:

- A. A Director from the Board of the MVCC;
- B. a Board Officer; or
- C. an appointed Committee Chair

To amend these bylaws, see Article XIII

### **Section 4: Terms and Term Limits**

**Term of the Directors:** The term of office for Directors shall be two (2) years or until a new Director is Installed. A Director may serve for no more than three (3) consecutive terms or a maximum of six (6) years. After being out of office for one full term, a former Director is again eligible to run for office.

### **Section 5: Duties and Powers**

**Duties and responsibilities:** The duties and responsibilities of the MVCC Board of Directors shall be as follows:

- A. To carry out the goals and objectives of the MVCC;
- B. To authorize or approve all business of the MVCC;
- C. To direct and control MVCC activities; and
- D. To oversee the ethical and financial integrity of the MVCC.

The MVCC shall follow fair and open procedures for conducting its business. The MVCC and all Committee Chairs and Vice-Chairs shall avoid conflicts of interest. In situations in which a conflict of interest exists, the involved Director, Committee Chair or Vice-Chair shall report the conflict to the Board or the Committee before the item is discussed and recuse themselves.

Only the MVCC Chair, or his/her designee, shall speak on behalf of the MVCC. (See the Standing Rules of the MVCC, Section 2. Communications)

MVCC shall not endorse candidates for political office or ballot propositions. MVCC shall not work on behalf of, or in opposition to, any candidate for political office or for any ballot proposition. MVCC Directors shall not use their Mar Vista Community Council affiliation in personal endorsements of political candidates or any ballot proposition.

The Board of Directors may delegate management of the day-to-day operation of the business of the MVCC to a Committee, person or staff, provided that all duties, powers, activities and affairs of the MVCC are exercised under the ultimate direction and control of the Board of Directors.

The official records of the MVCC shall be made available for public inspection. A written request for inspection of official records shall be submitted to the Board of Directors. The Board shall arrange for a mutually acceptable time and place for the inspection.

All Seated MVCC Board Members must be Stakeholders of Mar Vista and remain qualified for the specific seats they occupy. Each individual must annually reaffirm his/her declared Stakeholder status by providing current acceptable documentation to the Board Secretary (see the Standing Rules of the MVCC for acceptable documentation requirements).

### **Section 6: Vacancies**

A vacancy shall be deemed to exist upon the occurrence of either of the following:

- A. The death, resignation or removal of any Director; or
- B. Insufficient number of candidates available to fill all Director positions.

In the case of a vacancy, the Chair shall appoint a Stakeholder to fill that vacancy in accordance with the following procedure. The Chair shall announce the vacancy, along with the procedure for filling said vacancy:

- A. at the next regular MVCC Board meeting
- B. by placing a notice on the MVCC website
- C. by special email announcement to the general MVCC stakeholder email list.

If the time remaining for the vacant seat's term of office is one hundred and twenty (120) days or less, the seat shall remain vacant until the next election. If the time remaining for the vacant seat's term of office is more than one hundred and twenty (120) days:

- A. The Chair shall, at the time of making the announcement, require that any Stakeholder interested in being considered to fill the vacancy submit a statement of candidacy to the Chair.

These submissions shall be made within a twenty-five (25) day time period following the announcement of the vacancy.

- B. All candidates must comply with the requirements of Article X Section 6 of these Bylaws.
- C. The candidate names shall be placed on the agenda of the next regular Board meeting following such submission. The candidate statements shall be included in the agenda packet/supporting documents. Personal information, except names, shall be redacted.
- D. Those Stakeholders whose names are submitted may, at the Board meeting, give a statement in support of their candidacy.
- E. After statements have been made, the Chair shall appoint a Stakeholder from the list of submitted names subject to approval by a majority vote of the Directors in attendance.
- F. If the first appointed Stakeholder does not receive the approval a majority vote of the Directors in attendance, the Chair shall then appoint another Stakeholder from the list of submitted names subject to the approval by a majority vote of the Directors in attendance.
- G. If the Chair's second appointee is not approved by a majority vote of the Directors in attendance, the Chair shall then make the appointment from the complete submitted list of candidates, and the appointment shall be final and shall not be subject to the approval of the Board of Directors.

### **Section 7: Absences**

Any Board member who is unable to attend a regularly scheduled Board meeting shall give notice to the Chair and Secretary prior to the meeting. The availability to attend Special meetings will not count toward attendance or absences.

Committee Chairs will notify their fellow Committee Chair(s), prior to the meeting, if they are unable to attend a regularly scheduled Committee meeting.

Absence from four (4) regularly scheduled Board meetings per fiscal year (July 1 – June 30) shall subject a Board Director to removal.

For further information, see the Standing Rules of the MVCC.

### **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**

A Board member shall submit a written resignation.

A Board member who ceases to qualify for the position that they were elected or appointed to shall submit a written resignation to the Board within thirty (30) days of the change of his/her status.

### **Section 11: Community Outreach**

The goals and objectives of the MVCC regarding Community Outreach are:

- A. To develop a system of ongoing communication with Stakeholders regarding current and

- upcoming projects, issues and events;
- B. to encourage Stakeholder participation in MVCC activities; and
- C. to interact with other neighborhood councils on issues of mutual concern and participate in citywide neighborhood conventions.

For further information, see the Standing Rules of the MVCC

**Article VI OFFICERS**  
**Section 1: Officers of the Board**

The officers shall be Chairperson (Chair), First Vice Chairperson (Vice-Chair), Second Vice Chairperson (2nd Vice-Chair), Secretary, and Treasurer. A Board Director cannot hold more than one (1) office on the Executive Committee.

**Section 2: Duties and Powers**

The duties of these officers are as follows:

**Chairperson:** The Chairperson (Chair) shall preside at meetings of the MVCC and the Board of Directors, and is the Chair of the Executive/Budget and Finance (ExFin) Committee. The Chair shall represent the MVCC, coordinate its affairs and prepare Board agendas and delegate responsibilities as needed. Subject to the approval of the Board, the Chair shall appoint and remove Committee Chair(s) and vice-chair(s) and make such other appointments as may be necessary or desirable.

**First Vice-Chairperson:** The First Vice Chairperson (1<sup>st</sup> Vice-Chair) shall discharge the duties of the Chair in the absence or disability of the Chair or duties as requested by the Chair or Board.

**Second Vice-Chairperson:** The Second Vice Chairperson (2nd Vice-Chair) shall discharge the duties of the Chair in the absence or disability of the Chair and 1<sup>st</sup> Vice-Chair or other duties as requested by the Chair or Board.

**Secretary:** The Secretary shall -

- A. Record, or cause to be recorded, the minutes of actions taken at all meetings of the MVCC Board of Directors and the Executive/Budget and Finance (ExFin) Committee
- B. be responsible for public posting of approved written minutes on the MVCC website;
- C. keep in safe custody, the minutes, as well as the Bylaws and all other official documents;
- D. make timely filings of all required certificates and compliance documents;
- E. give, or cause to be given, notice of all meetings of the MVCC Board of Directors and the Executive/Budget and Finance (ExFin) Committee. Such notice shall be posted at a designated location or locations, and shall conform to the terms of the Brown Act.

**Treasurer:** The Treasurer shall –

- A. Oversee the finances of the MVCC to assure compliance with the Office of City Clerk - Neighborhood Council Funding Division (The City Clerk) requirements and shall timely prepare and submit reports prescribed by The City Clerk.
- B. maintain the MVCC financial records and a record of City Property under the control of the MVCC.
- C. report to the MVCC Board of Directors on the financial transactions of the MVCC at each regular meeting of the Board.

### **Section 3: Selection of Officers**

Officers of the Board shall be elected by the Board and shall perform the duties prescribed by these bylaws and by *Article XII, Parliamentary Authority*.

Selection of Board Officers is done on the following occasions:

- A. Following Neighborhood Council Elections at the first Board meeting following the Neighborhood Council Elections and only after the election results have been certified by the Office of City Clerk; or
- B. when a vacancy in the Officer position has occurred.

The Department (of Neighborhood Empowerment) shall oversee the Officer election at the meeting following Neighborhood Council elections. The Officer positions shall be filled by a majority vote of the Board present at the meeting following the elections and annually thereafter. In the event that an Officer position becomes vacant, the Department or Chair of the Elections and Bylaws Committee shall conduct the filling of the vacant Officer positions through the following process:

- A. Conduct nominations for the various offices.
- B. Conduct a roll-call vote for each office.
- C. Determine and announce the Officer(s).
- D. Install the newly elected Officer(s).

### **Section 4: Officer Terms**

Officers shall serve one (1) year terms. Only a Director shall be eligible to serve as an officer. No officer shall hold more than one (1) office at a time, and no officer shall be eligible to serve more than three (3) consecutive terms in the same office. Officers shall serve at the pleasure of the Board and may be removed by a two-thirds (2/3) vote of the Full Board.

## **Article VII COMMITTEES AND THEIR DUTIES**

### **Section 1: Standing Committees**

Standing committees may include, but shall not be limited to the:

- A. Education, Arts and Culture Committee (EACC)
- B. Elections and Bylaws Committee (Elections/Bylaws)
- C. Executive/Budget and Finance Committee (ExFin)
- D. Outreach Committee
- E. Planning and Land Use Management Committee
- F. (PLUM) Public Health and Safety Committee (PHS)
- G. Transportation and Infrastructure Committee (T&I)

### **Section 2: Ad Hoc Committees**

The Board may create Ad Hoc Committees as needed to address temporary issues.

### **Section 3: Committee Creation and Authorization**

The Board shall have the power to form or dissolve standing or ad hoc committees and establish the policies and procedures for those committees for whatever purpose it deems necessary, as long as these are within the mission, goals and objectives of the Council.

**Committee Structure:** All Board Directors shall serve on or chair at least one (1) MVCC Committee. Standing and Ad Hoc Committees shall be comprised of at least one (1) Director, but no more than three (3) Directors, with the exception of the Executive/Budget and Finance (ExFin) Committee.

**Committee Appointment:** The Chair of the MVCC Board shall announce Committee appointments during the Board meeting immediately following the election of new Board Officers, or as new Committees form or as vacancies occur.

**Committee Meetings:** Committee meetings are subject to and shall be conducted in accordance with:

- A. The Brown Act;
- B. the Neighborhood Council Agenda Posting Requirements;
- C. the Neighborhood Council Minutes Posting Requirements;
- D. parliamentary procedures (see Article XII, Parliamentary Authority);
- E. the MVCC Bylaws and Standing Rules of the MVCC

**Committee Authority:** All Committee recommendations shall be brought back to the full Board in the form of a motion for discussion and action.

**Changes to Committees:** The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee.

For further information, see the Standing Rules of the MVCC.

## **Article VIII MEETINGS**

### **Section 1: Meeting Time and Place**

All meetings shall be held in an ADA complaint location that is open and free to the public. All meetings shall be posted in accordance with the Brown Act.

**Annual Meetings:** The purposes of the Annual Meeting are to annually elect Officers of the Board and biannually install newly elected Directors. In biannual election years the Annual Meeting shall be held within thirty (30) days after the election of Directors is officially certified and in the alternate years within thirty (30) days after the end of the current year. Agenda and notice of Annual meetings shall be posted at least seventy-two (72) hours prior to the meeting.

**Board Meetings:** The purpose of the Board Meeting is to conduct the business of the MVCC and to plan future meetings. Board meetings shall be held monthly. An additional Board meeting may be called, by the chair, to complete unfinished business. Agenda and notice of Board meetings shall be posted at least seventy-two (72) hours prior to the meeting

**Special Meetings:** Special Meetings of the Board may be called: a) when an important matter comes up that the Board must deal with before the next regularly scheduled meeting; or b) if a matter comes up that is so important that it needs to be the sole reason for an entire Board meeting.

The Chair, or a minimum of two (2) Board members, may call a Special Meeting of the Board. Agenda and notice of such meeting shall be publicly posted at least twenty-four (24) hours before the scheduled meeting date. Such notice shall state the reasons for such a meeting, the specific business to be transacted at the meeting and the time and place of the meeting.

**Town Hall Meetings:** The purpose of Town Hall Meetings is to provide a forum for discussion of community issues. Town Hall Meetings shall be held at the discretion of the Board. The agenda for all Town Hall Meetings shall be determined at a meeting of the Board of Directors. Agenda and notice of Town Hall Meetings shall be publicly posted at least seventy- two (72) hours prior to the meeting.

For further information, see the Standing Rules of the MVCC.

### **Section 2: Agenda**

**Board Meeting Agendas.** Upon the request of a Director or presiding Committee Chair, a motion shall be placed on the agenda by the Chair, with the assistance of the Secretary, for the next meeting of the Board.

**Petitioning the Board.** An item may be placed on the agenda of a Board Meeting by a petition signed by not less than ten (10) Stakeholders. Such a petition shall be submitted to the Chair at least

fourteen (14) calendar days prior to the scheduled meeting. Petitioners shall be permitted to make a presentation to the Board, regarding the petition, not to exceed ten (10) minutes.

For further information, see the Standing Rules of the MVCC.

### **Section 3: Notifications/Postings**

The agenda and notice of Board Meetings shall be publicly posted at least seventy-two (72) hours prior to the meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Board of Neighborhood Commissioners Neighborhood Council Agenda Posting Requirements policy.

An updated listing of the Neighborhood Council's physical posting location(s) shall be kept on file with the Neighborhood Council.

For further information, see the Standing Rules of the MVCC

### **Section 4: Reconsideration**

For Further information, see the Standing Rules of the MVCC.

## **Article IX FINANCES**

The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the MVCC's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

All financial accounts and records shall be available for public inspection and posted on the MVCC website, if available.

Each month, the Treasurer shall provide to the Board detailed reports of the MVCC accounts.

The MVCC will not enter into any contracts or agreements except through the Office of City Clerk-Neighborhood council Funding Division.

## **Article X ELECTIONS**

### **Section 1: Administration of Election**

**Election of Directors:** The MVCC'S Election of Directors shall occur based on a two year cycle and shall be conducted pursuant to City ordinances and procedures pertaining to Neighborhood Council elections.

## **Section 2: Governing Board Structure and Voting**

- A. The "Community" Director shall be elected by all Stakeholders as defined in Article IV.
- B. The "At-large" Directors shall be elected by Stakeholders who live, work, or own real property or a business within the stated boundaries of the MVCC; and
- C. The "Zone" Directors shall be elected only by Stakeholders who live, work, or own real property or a business within their respective stated geographic Zone boundaries.

For further information, see the Standing Rules of the MVCC.

See Attachment B – Governing Board Structure and Voting.

## **Section 3: Minimum Voting Age**

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

## **Section 4: Method of Verifying Stakeholder Status**

Voters will verify their declared Stakeholder status by providing documentation acceptable to the City of Los Angeles and/or City Clerk—Election Division. Community interest Stakeholders will also be required to provide a form of documentation to substantiate their community interest claim.

## **Section 5: Restrictions on Candidates Running for Multiple Seats**

A Director may not be a candidate for more than one (1) Director seat.

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

**Criteria for Candidates:** Candidates for Director shall meet the following criteria:

- A. Candidates must certify in writing, under penalty of perjury of the State of California, and provide documentation that they are Stakeholders of the MVCC in accordance with these Bylaws and Election Procedures approved by the City as follows:
  - The "Community" Director candidates must be Stakeholders who live, work or own real property or a business within the MVCC's boundaries and also those who declare a stake in the neighborhood as a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council. (See Article IV for Stakeholder definition.)
  - The "At-large" Director candidates must be a Stakeholder who lives, works, or owns real property or a business within the stated boundaries of the Council;



- The "Zone" Director candidates must be a Stakeholder who lives, works, or owns real property or a business within their respective stated Geographic Zone boundaries.
- B. To support his/her candidacy, each candidate must obtain twenty (20) signatures from MVCC Stakeholders that are eligible to vote for the candidate.
  - C. Candidates must follow these Bylaws, approved Election Procedures , and MVCC Standing Rules
  - D. Candidates must be eighteen (18) years of age or older.
  - E. For further information, see the Standing Rules of the MVCC.

## **Article XI GRIEVANCE PROCESS**

The Neighborhood Council Grievance Portal - <https://lacity.quickbase.com/db/bki8tm99k> - allows Stakeholders to file grievances or complaints against a Neighborhood Council board that they believe has failed to follow any of the following:

- A. A Bylaw or Standing Rule of the Neighborhood Council;
- B. a section of the Los Angeles Administrative Code;
- C. a section of the Plan for the Citywide System of Neighborhood Councils;
- D. an applicable policy of the Board of Neighborhood Commissioners;
- E. a rule or regulation promulgated by the Department of Neighborhood Empowerment; or
- F. any other City Code, executive directive, rule or regulation applicable to Neighborhood Councils.

Grievances can only be filed against the Neighborhood Council body as a whole and must be filed within thirty (30) days from the date of the event giving rise to the Grievance. Any Grievance alleging a violation relating to Neighborhood Council funding must be filed within ninety (90) calendar days of the date the expenditure is made.

The following allegations are not considered grievances and will not be accepted:

- A. An alleged violation of state or federal law;
- B. an allegation of wrongdoing by an individual of a Neighborhood Council board or Committee;
- C. an allegation involving an action or inaction by a Neighborhood Council board or Committee; or
- D. a policy dispute or disagreement regarding the position of a Neighborhood Council board or Committee.

If you suspect a Neighborhood Council has done something that could rise to a level of a grievance, we highly recommend that you contact the Neighborhood Council board to inform them first. Often, the Neighborhood Council was unaware of the situation and will happily take corrective action.

Grievances are first reviewed by the Department to ensure they are valid grievances and filed within the timeline. They are then sent to the Neighborhood Council for resolution and can then go to a Peer Grievance Panel of Neighborhood Council appointees in a region who are not connected to the grievance.

We recommend that any conflicts that may rise to a grievance be resolved through communication between the grievant and Neighborhood Council first. This communication can be directly between the parties, or through an intermediary, such as the Office of the City Attorney's Dispute Resolution Program.

If you would like to file a grievance, please ensure that you have all of the information and supporting documentation for the alleged violation. You may also submit up to three (3) witness statements on this form. All of the information and documentation, including the witness statement forms, must be submitted at the same time. We will not take additional information after your grievance is submitted.

Please note that all information on the grievance is subject to the California Public Records Act and will not be confidential.

Also, the Department will not process more than three (3) grievances filed by the same person in any calendar year and no more than five (5) grievances filed by the same individual in any three (3) year period. In addition, the Department will not process any grievance relating to a previously filed grievance except those that the Department, in its sole discretion, determines relate in fact and circumstance. For more details on the entire Neighborhood Council grievance process, see Section 22.818, Article 3 of Chapter 28 of the Los Angeles Administrative Code.

If you have any questions, please contact our Neighborhood Council Support Help Line at [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or by calling (213) 978-1551.

## **Article XII PARLIAMENTARY AUTHORITY**

All MVCC Meetings are open to the public and shall be conducted in accordance with the provisions of the California Brown Act.

The most current edition of Robert's Rules of Order shall serve as the Governing Parliamentary Authority of the MVCC. In the case of conflict between these Bylaws and the Governing Parliamentary Authority, these Bylaws shall prevail.

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

For further information, see the Standing Rules of the MVCC.

## **Article XIII AMENDMENTS**

Amendment of these bylaws requires a two-thirds (2/3) vote of the Directors in attendance. Once approved by the Council at the first reading, the amendment must be approved, in writing, by the Department of Neighborhood Empowerment (DONE) before it is read the second time, and affirmed by a two-thirds (2/3) vote of the Directors in attendance. The purpose of the second reading is to inform the Mar Vista stakeholders of the changes to the bylaws.

At the time of the second reading/ vote by the Board, the bylaws shall have been finalized by the Department as the amended Bylaws of the Neighborhood Council and can neither be altered, nor finalized by the Board. Therefore, a failure to reach the 2/3 threshold for the 2nd vote will not affect the bylaws as finalized by the Department.

## **Article XIV COMPLIANCE**

### **Section 1: Code of Conduct**

The MVCC, its Board of Directors, and appointed Committee Chairs shall abide by a code of ethics, civility and conduct that conforms to all applicable federal, State of California and City of Los Angeles laws and ordinances, including but not limited to LAMC 49.53.1 et.seq. (The City of Los Angeles Governmental Ethics Ordinance.)

The MVCC shall abide by the Board of Neighborhood Commissioners Neighborhood Council Board Member Code of Conduct Policy and the MVCC Code of Conduct.

Violation of the Code of Conduct by a Director or Committee Chair(s) may result in Censure or Removal. The MVCC shall consult with the Office of the City Attorney before any removal process.

A copy of the signed Code of Conduct shall be presented to the MVCC Secretary within thirty (30) days of appointment.

### **Section 2: Training**

All Board Directors shall take ethics and funding training prior to making motions or voting on matters before the Board.

All Stakeholders appointed as Committee Chairs shall also take ethics and funding training within three (3) months of their appointment and prior to making motions or voting on matters before a Committee.

All Board Directors, appointed Committee Chairs shall take all other trainings as required by the Department of Neighborhood Empowerment.

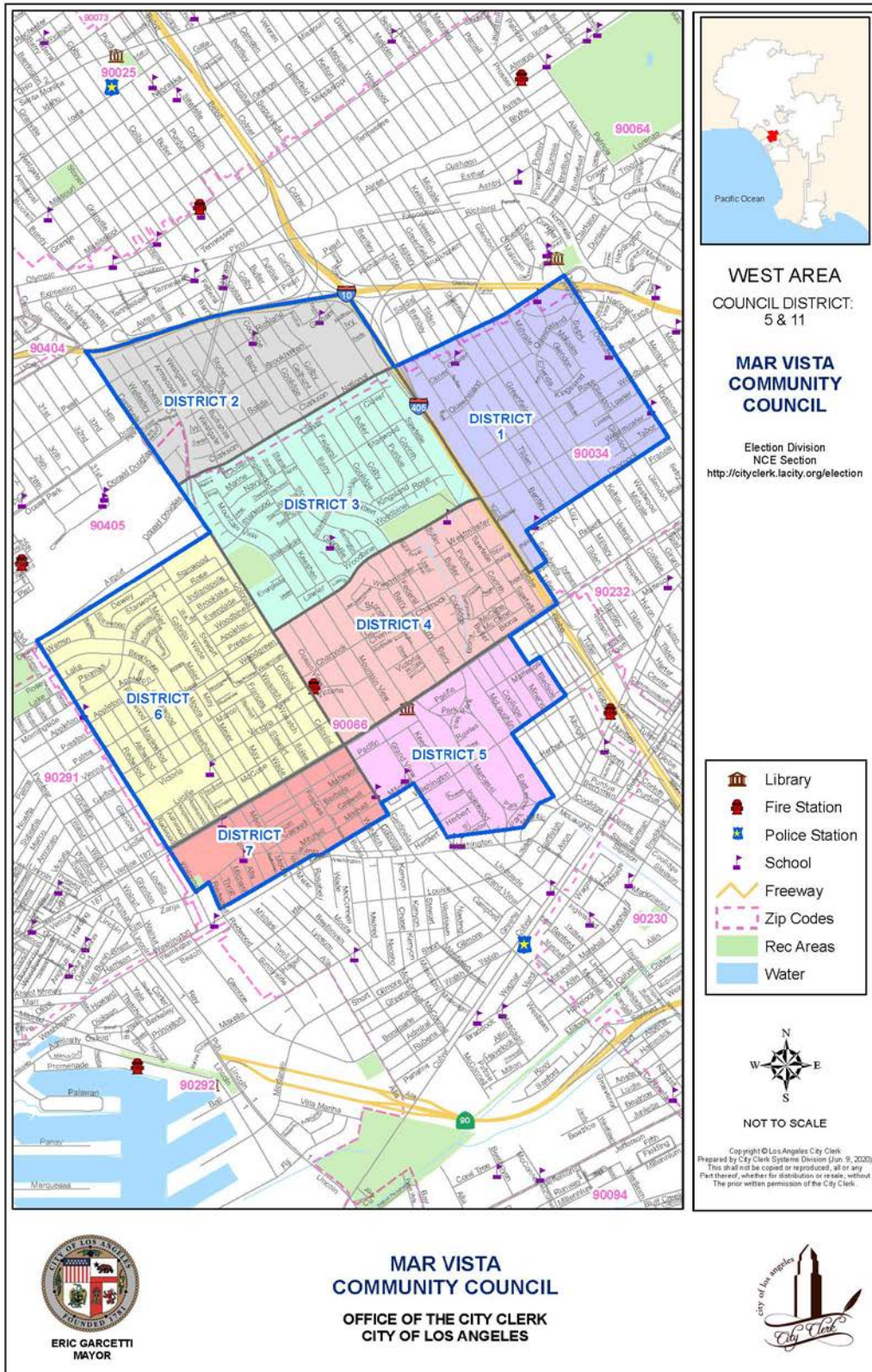
Documentation of training shall be presented to the MVCC Secretary.

### **Section 3: Self-Assessment**

The Board will provide an annual report to Stakeholders each year.

For further information, see the Standing Rules of the MVCC.

# ATTACHMENT A – Map of Mar Vista Community Council



**ATTACHMENT B - Governing Board Structure and Voting**

**Mar Vista Community Council –15 Board Seats**

<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>
Zone Directors (Zones 1- <u>7</u> ) Term: 2 Years	<u>7</u>	Elected	Stakeholders 18 years or older who live, work or own real property or a business within the respective stated geographic boundaries of a Zone and who obtain signatures in support of his/her candidacy from 20 MVCC Stakeholders eligible to vote for the candidate.	Stakeholders 16 years or older who live, work or own real property or a business within the respective stated geographic boundaries of a Zone.
At-Large Directors Term: 2 Years	<u>7</u>	Elected	Stakeholders 18 years or older who live, work or own real property or a business within the stated boundaries of the MVCC and obtain 20 signatures of MVCC Stakeholders to support his/her candidacy.	Stakeholders 16 years or older who live, work or own real property or a business within the stated boundaries of the MVCC.
Community Director Term: 2 Years	1	Elected	Stakeholders 18 years or older who live, work or own real property in the neighborhood and also Community Interest Stakeholders who obtain 20 signatures of MVCC Stakeholders to support his/her candidacy.	Stakeholders 16 years or older.