

HGNNC Bylaws Amendments to consider updating – December 2021
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Article I –change to more closely fit language of current Bylaws template
The name of this Neighborhood Council shall be the **HARBOR GATEWAY NORTH NEIGHBORHOOD** (hereinafter referred to as “HGNNC” or “Council”).

Article V – change to language used in the current Bylaws template:

Article V – GOVERNING BOARD

The Board of Directors (hereinafter “the Board”) shall be the Governing Body of the Council.

Section 1: Composition - The Board shall consist of seventeen (17) Stakeholders elected, selected or appointed.

B. Four (4) Elected Officers consisting of Chair, Vice Chair, Treasurer, and Secretary. Open to Stakeholders eighteen (18) years of age or older who live, work, or own **real** property within the Neighborhood Council boundaries.

C. A member representative who is eighteen (18) years of age or older who lives, works, or owns **real** property within the Neighborhood Council boundaries from each of the following Stakeholder groups for a total of three (3) Board Members:

3. One (1) Outreach/Communications Representative who is eighteen (18) years of age or older who lives, works, or owns **real** property within the Neighborhood Council boundaries and who will perform outreach activities.

[Option 1] When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, their position shall be deemed vacant. If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department’s procedure, at the request of the Board.

Section 2 Quorum (use current Bylaws template language)

The quorum shall be 9 members of the Board. Board and Committees shall have a fixed quorum number. Floating quorum is not allowed. Proxies may not be used for purposes of satisfying this quorum requirement.

Section 3 Official Actions

Unless specified otherwise in these Bylaws, official action is taken at a meeting at which a quorum is met by a simple majority vote by the Board Members present. Abstentions are treated as a non-vote.

Section 7 Absences – consider eliminating “excused absences or defining them.

Section 9 Removal (one edit to conform to new Template language)

- 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.

Section 10 Resignation (use new Template language)

~~Board Member resignation must be submitted in writing to an executive officer and should include the secretary. The position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit their resignation to an executive officer and should include the secretary. If the Stakeholder status of a Board Member is challenged, then the Department will contact the Board member, verify the Stakeholder status using its procedure.~~

Section 11 Outreach (consider adding additional outreach methods per Template)

~~The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the Council meeting~~

~~The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council~~

~~In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include email blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners’ Association and other local organizations as determined by the Board.~~

~~Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.~~

Article VI – Officers

Section 2 Duties and powers (some new wording per Template and editing of old Bylaws language)

d. The Treasurer shall perform duties in accordance with City policies and procedures. The Treasurer shall submit a monthly report to the Board and oversee the Neighborhood Council inventory list per the recommendations of the Department of Neighborhood Empowerment.

Section 3: Selection of Officers - Officer positions are elected during the elections of the Neighborhood Council. (update language from the Template)

Article VII – COMMITTEES AND THEIR DUTIES

(Decide if the Standing Committees will be named in the Bylaws or if they will be voted on by the Board at the first meeting of a new Board term and listed in the Standing Rules.)

Section 2 Ad Hoc Committees (use new Template language)

The Board may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, and cease to exist upon the completion of its specific task.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

Section 3: Committee Creation and Authorization (First sentence per new Template; clarify stakeholder status)

B. Committee Structure (re-letter per new Template)

C. Committee Appointment (re-letter per new Template and edit per Template and to clarify Stakeholder status)

With the exception of the Executive Committee, committee members shall be appointed by the Board. Standing Committees shall be comprised of at least two (2) and no more than four (4) Board members and may include any interested Stakeholders (those who live, work, own real property, or have a Community Interest as defined by the Board of Neighborhood Commissioners). Ad Hoc Committees shall be comprised of four (4) or less Board members and may include any interested Stakeholders (those who live, work, own real property, or have a Community Interest as defined by the Board of Neighborhood Commissioners). No Committee shall have more than a maximum of nine (9) members.

(Add language or refer to Standing Rules as to whether prospective Committee members, including Board members, need to apply in writing before a Board vote on membership and must be present to be appointed)

D. Committee Meetings – With the exception of Ad Hoc committees created in

compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting. (update language per new Template)

Article VIII – MEETINGS

Section 1: Meeting Time and Place

All meetings shall be held within the Council boundaries at a location, date and time set by the Board or their Committees. (language per new Template)

Section 4: Reconsideration (use updated Template language)

The Board may reconsider or amend its action through a Motion for Reconsideration process defined in its Standing Rules and either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred

Article IX – FINANCES (delete E. as redundant)

~~E. Each month, the Treasurer shall generate the Monthly Expenditure Report for Board approval.~~

Article X – ELECTIONS

Section 3: Minimum Voting Age (add new language to cover the Youth Board seat)

Regarding the eligibility to vote for the Youth Board seat, Stakeholders must be at least 14 years of age on the day of the election or selection.

Article XI – GRIEVANCE PROCESS (update language in Bylaws or put into Standing Rules as per the new Template)

Article XIII – AMENDMENTS (add F per new Bylaws Template)

F. No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member's term in which the amendment is approved.

Article XIV – COMPLIANCE (delete words to conform to new Template)

The Council, its representatives, and all ~~Community~~ Stakeholders shall comply as may be adopted by the Board ~~of Directors~~ as

Section 1 Code of Civility (replace with new Template language as more comprehensive)

The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner pursuant to Commission and City regulations.

Section 2: Training (replace with new Template language)

Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

Possible additional paragraph or leave off and allow Dept. of Neighborhood Empowerment to set the days: Board members not completing mandatory trainings provided by the City within [Select a number - 45 for example] days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

Section 3: Self Assessment (consider more general language as per new Template)

The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives