

BYLAWS
HARBOR GATEWAY NORTH NEIGHBORHOOD COUNCIL
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Article I – NAME

The name of this Neighborhood Council shall be known as the **HARBOR GATEWAY NORTH NEIGHBORHOOD COUNCIL**, hereinafter referred to as “HGNNC”.

Article II – PURPOSE

Principles of Governance – The purpose of the Council is to participate as a body concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of this neighborhood council shall be:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) 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 Stakeholders to participate in all activities of this neighborhood council.

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation.
6. To have fair, open, and transparent procedures for the conduct of our Neighborhood Council business.

Article III - BOUNDARIES

Section 1: Boundary Description –The boundaries for the HGNNC shall generally be between 110th Street and Imperial Highway on the north and Artesia Boulevard to the south as detailed as follows:

- A. **North:** South side of 110th Street from Vermont Avenue to Grand Avenue then Imperial Highway from Grand Avenue to the County of Los Angeles boundary east of Central Avenue.
- B. **East:** Grand Avenue from the south side of 110th to Imperial Highway then the County of Los Angeles Boundary from Imperial Highway to 121st Street. Then the County of Los Angeles Boundary south of 120th Street and North of 121st Street to Artesia Boulevard.
- C. **South:** The County of Los Angeles Boundary south of 120th and north of 121st Street to the County of Los Angeles Boundary then Artesia Boulevard from Figueroa Street to Vermont Avenue.
- D. **West:** Vermont Avenue from Artesia Boulevard to the south side of 110th Street.

The boundaries of the Council are set forth on the Map of the Harbor Gateway North Neighborhood Council Boundaries, attached as Attachment A.

Section 2: Internal Boundaries – The boundaries of the eight (8) HGNNC Districts are as follows:

- A. **District 1:** North side of Artesia Boulevard on the south, Vermont Avenue on the west, south side of Alondra Boulevard on the north, and Figueroa Street on the east.
- B. **District 2:** North side of Alondra Boulevard on the south, Vermont Avenue on the west, south side of Redondo Beach Boulevard on the north, and Figueroa Street on the east.
- C. **District 3:** North side of Redondo Boulevard on the south, Vermont Avenue on the west, south side of Rosecrans Avenue on the north, and Figueroa Street to the County of Los Angeles boundary on the east.

D. **District 4:** North side of Rosecrans Avenue on the south, Vermont Avenue on the west, south side of El Segundo Boulevard on the north, and Figueroa Street to the County of Los Angeles boundary on the east.

E. **District 5:** North side of El Segundo Boulevard on the south, Vermont Avenue on the west, south side of 120th Street on the north, and Figueroa Street to the County of Los Angeles boundary on the east.

F. **District 6:** North side of 120th Street on the south, Vermont Avenue on the west, south side of 110th Street on the north, and Grand Avenue (between 110th Street and Imperial) and Figueroa (between Imperial Highway and 120th Street) on the east.

G. **District 7:** North side of 120th Street from the County of Los Angeles boundary on the south, Figueroa Street on the west, south side of Imperial Highway on the north, and San Pedro Street on the east.

H. **District 8:** North side of 120th Street from the County of Los Angeles boundary on the south, San Pedro Street on the west, south side of Imperial Highway on the north, and to the County of Los Angeles boundary on the east.

Article IV – STAKEHOLDER

HGNNC stakeholders. HGNNC shall be diverse, inclusive, and open to all Stakeholders.

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

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

Section 1: Composition - The Board of Directors shall consist of seventeen (17) Stakeholders elected, selected or appointed. The composition of the Board shall be as follows:

A. One (1) resident from each of the eight (8) districts as defined on Attachment A “HGNNC Internal District Boundaries Map.” These shall be known as District Representatives. Members who seek election to one of these seats must live within the specified District and be eighteen (18) years of age or older.

B. Four (4) Elected Officers consisting of Chairperson, Vice Chairperson, 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:

1. Community Organizations (Faith-Based, neighborhood watch, nonprofit, etc.)
2. Youth Advocate (member of a HGNNC youth organization or an advocate for youth)
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.

D. One (1) Youth Representative - Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection. See Admin. Code § 22.814(c). If less than eighteen (18) years of age, the Youth Board Seat member shall be precluded from voting on financial matters, such as neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts. Board member will represent the needs and interests of youth in our community.

E. One (1) Board member to represent the community at large who is eighteen (18) years of age or older who lives, works, or owns real property and/or 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.

When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, their position shall be deemed vacant.

At the request of the Board, if the Stakeholder status of a Board Member is in question, then the Department will verify their status using the Department's procedure.

Section 2: Quorum – The quorum shall be nine (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

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

B. Each Board Member shall have one (1) vote. All final decisions must be made by the Board. It is the duty of the Board to call all meetings. All issues voted on by the membership shall be ratified by a vote of the Board before they are implemented by the Neighborhood Council.

Section 4: Terms and Term Limits - Board members shall serve a two (2) year term commencing after being seated. There are no term limits.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board. **Specific duties for individual Board members shall be set out in the Standing Rules.**

Section 6: Vacancies - The Board fills all vacancies. Vacancies on the Board shall be filled using the following procedure:

A. Any Stakeholder interested in filling a vacancy or temporary vacancy on the Board shall make an oral statement or written application to the Board.

B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

C. The Board shall vote on the application at the meeting. If multiple applications for one (1) seat have been submitted, the candidate with the most votes wins.

D. The candidate who wins shall fill the remaining term of the Board seat unless an election occurs sooner.

E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Section 7: Absences

A. Any Board member who misses four regularly scheduled consecutive Neighborhood Council Board/General Membership meetings during any twelve (12) month fiscal year period will be automatically removed from the Board. Each Neighborhood Council Board Member absence shall be recorded in the Council meeting minutes or other manner of Neighborhood Council record keeping, and that upon missing the required number of Board meetings, excluding excused absences, the Council Presiding Officer shall notify the Board member of the absences and place on the agenda the removal of the Board member at a regular or Special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board member. Acceptable "excused" absences shall be defined and listed in the Standing Rules. The Board removal process shall on be implemented in consultation with the Office of the City Attorney.

B. Board members are expected to attend all Board of Directors meetings and HGNNC General Membership meetings. Each Board Member absence shall be recorded in the Council's meeting minutes or other manner of Council record keeping. Excessive absences may be grounds for removal. Absence from four (4) consecutive meetings or four (4) meetings during a twelve (12) month period shall be deemed a failure to consistently attend, excluding excused absences, and result in removal from the Board. When a Board Member will be absent from a Board meeting, the Board Member shall notify the Chair and/or Secretary. In the absence of the Chair, the Vice Chair shall be notified. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

C. In the situation of a Board Member who suffers an extended illness, the Board may vote to temporarily vacate that position after four (4) consecutive absences. The Board may reappoint the former Board Member upon his/her return to the vacated seat.

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 – Board Member resignation shall be submitted in writing to the Chairperson or Vice Chairperson and shall also 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 in writing to the Chairperson or Vice Chairperson and the Secretary. If the Stakeholder status of a Board Member is challenged, then the Department will contact the Board member and verify the Stakeholder status using its procedure.

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

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 website 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 other local organizations.

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

Article VI – OFFICERS

Section 1: Officers of the Board - The Executive Officers of the Board ("Officers") shall include the following positions: Chairperson, Vice Chairperson, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

- A. The Chairperson shall act as the chief executive of the Council and shall preside at all Council meetings.

B. The Vice Chairperson shall serve in place of the Chairperson if the Chairperson is unable to serve.

C. The Secretary shall keep minutes of all Council meetings and all meetings of the Board. The Secretary is responsible for publishing the minutes to the public. The Secretary is responsible for the issuance of all Council or Board meeting notices. The Secretary shall preserve the Council and Board's records and documents.

D. The Treasurer shall perform the 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.

Section 4: Officer Terms - The Officers shall serve a term of two (2) years. They shall stand for re-election every two (2) years.

Article VII – COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are the Bylaws Committee, the Executive Committee, the Finance Committee, the Homeless Issues Committee, the Environmental Justice Committee, the Outreach/Communications Committee, the Planning and Land Use Committee, the Public Safety/Emergency Preparedness Committee and the Youth Issues Committee.

Section 2: Ad Hoc Committees

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, which may be extended if necessary, to carry out a specific task, be composed of Board Members consisting of less than a majority of the quorum, and may include interested Stakeholders. The Ad Hoc Committee shall cease to exist upon the completion of its specific task. If the Ad Hoc Committee is not created as set forth above and includes Stakeholders, the Ad Hoc Committee must operate under the notice and posting requirements of the Brown Act.

Section 3: Committee Creation and Authorization

A. **Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action.

B. Committee Appointment – 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 (defined as per Article IV Stakeholders). Ad Hoc Committees shall be comprised of four (4) or less Board members and may include any interested Stakeholders (defined as per Article IV Stakeholders). No Committee shall have more than a maximum of nine (9) members.

All prospective Committee members, including Board members, must submit their intention to be appointed in written form before a Board vote on membership and must be present to be appointed.

C. Committee Structure – At the first meeting of the appointed Committee members, the Committee members shall select the chairperson and a secretary. The Committee chairperson shall ensure that a written record of Committee meetings is made and shall provide regular reports on Committee matters to the Board. The Committee may invite others to attend or participate, as may be required, to assist in the work of the Committee.

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.

E. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. Removal of Committee Members – Committee members may be removed in the same manner in which they were appointed.

G. Term of Committee Members – The term of all Committee members ends upon the election of a new Board. The new Board will appoint or re-appoint all members of the Standing Committees. A Committee member may resign before the end of their term upon submission of a written resignation letter to the Board.

Article VIII – MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

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 and their Committees. All meeting locations shall be in compliance with the Americans with Disabilities.

A. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. **Special Meetings** – The Chairperson or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting – The Chairperson shall set the agenda for each Council meeting, which may include suggestions by Board members and stakeholders.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. Notice shall be posted at one (1) designated public notice location specified with the Department of Neighborhood Empowerment (hereinafter referred to as “the Department”), on its website and emailed out to Stakeholders. Regular and Special meeting agendas shall also be emailed to the Department. The Commission’s Neighborhood Council Agenda Posting Policy will be followed.

Section 4: Reconsideration - The Board may reconsider or amend its actions 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

A. 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 finding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council’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.

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

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council’s accounts.

E. The Council will not enter into any contracts or agreements except through the Department.

Article X – ELECTIONS

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

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - 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)].

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.

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

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

Section 6: Other Election Related Language

A. Return of HGNNC Equipment/Property – One month after the new Board is certified, HGNNC equipment/property such as office keys, Ham Radio equipment, sound equipment, laptop computer, etc., which were purchased by HGNNC using City of Los Angeles funds; and, which are recorded in the HGNNC equipment inventory and logged out to a Board member or Stakeholder, must be returned per the requirements of the Department of Neighborhood Empowerment. Board members and Stakeholders who do not return such equipment/property shall be referred to the Department of Neighborhood Empowerment (DONE) for further action. The HGNNC equipment inventory is maintained by the Treasurer or an appointee of the Board.

B. Election Outcome – The candidate receiving the highest number of votes for a designated seat will be the winner. In the event of a tie, a neutral third party shall flip a coin. In the event that a seat cannot be filled or is vacated for any reason, a majority (9) of the Board shall fill the seat by appointment at the next regular meeting of the Board. When there is a quorum, in no event shall a vacancy inhibit the ability of the Board to conduct business.

C. Seating of the New Board – Newly elected Board members shall assume their seats on the Board at the first regularly scheduled meeting after the election

results are certified. The old Board will continue to serve during this interim period.

Article XI – GRIEVANCE PROCESS

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Grievances Submitted by a Stakeholder

- A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#) Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
 - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
 - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with [L.A.A.C. 22.818](#) Subsection (d)(5).
- E. Only the Grievant may appeal a Board's decision pursuant to [L.A.A.C. 22.818](#) Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

Grievances Submitted by a Board Member

- A. Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in [L.A.A.C. 22.818](#) Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in [L.A.A.C. 22.818](#) Subsection (d)(6).

Regional Grievance Panel

- A. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

Article XII – PARLIAMENTARY AUTHORITY

The most current edition of Robert’s Rules of Order shall serve as authority at all Board, and Committee meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board. The HGNNC Board Chairperson may appoint a Parliamentarian.

Article XIII – AMENDMENTS

- A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.
- C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.
- D. An amendment to these bylaws requires a simple majority vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.
- 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

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department’s rules and regulations, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

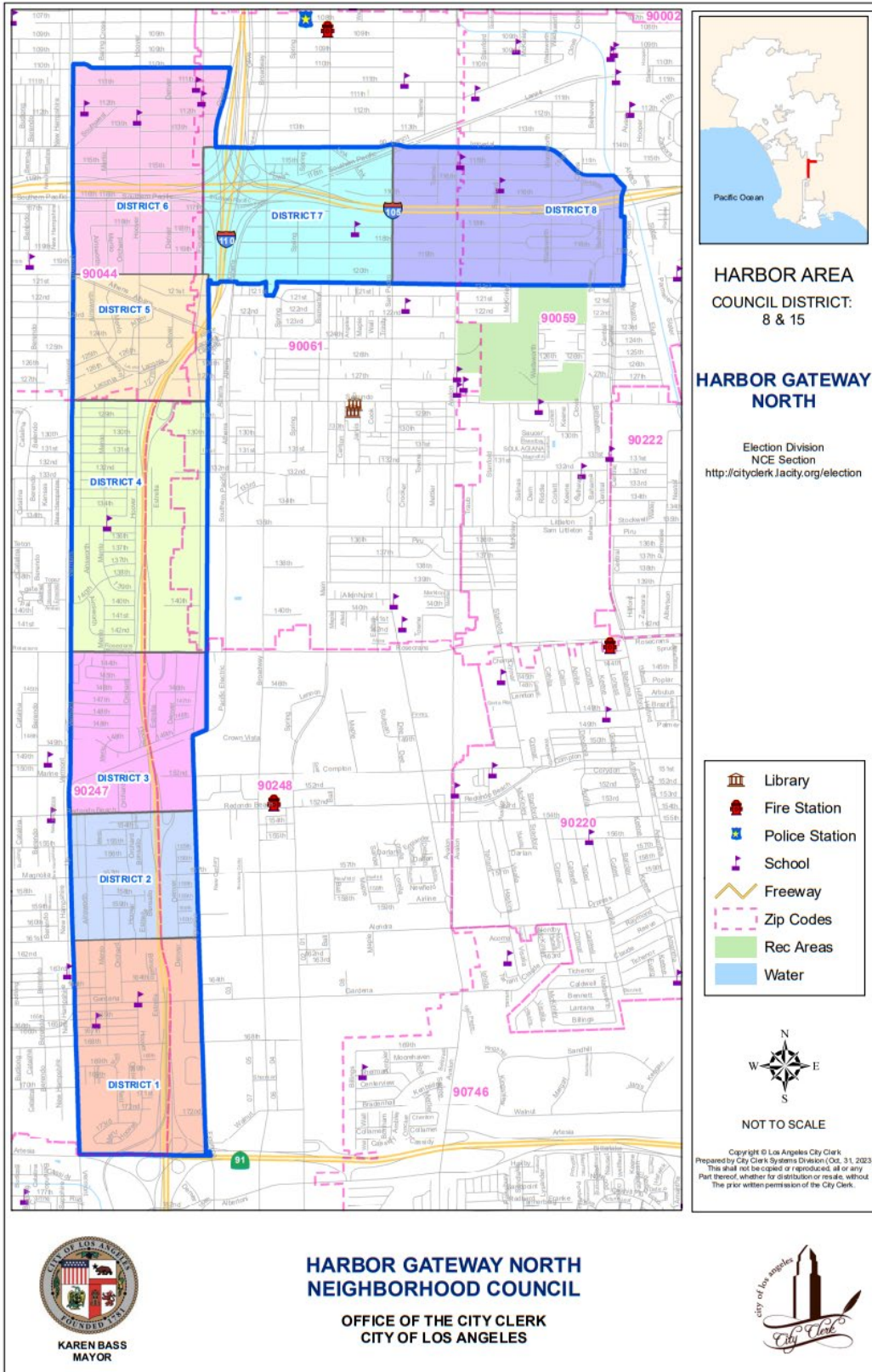
Section 1: Code of Civility – The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner pursuant to Commission and City regulations.

Section 2: Training – 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.

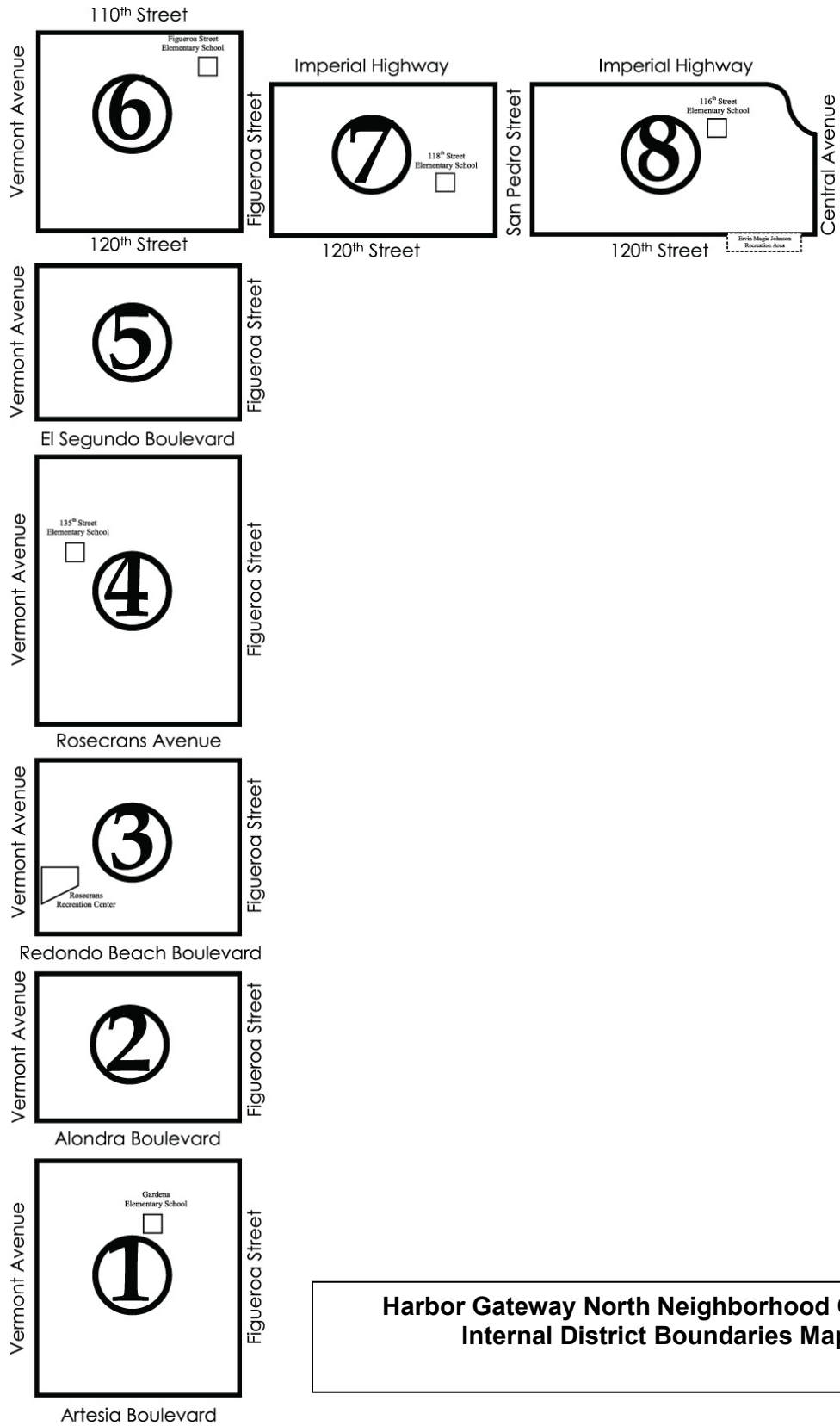
Board member not completing mandatory trainings provided by the City within 60 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the Board.

Section 3: Self Assessment – The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

ATTACHMENT A - Map of Harbor Gateway North Neighborhood Council



Harbor Gateway North Neighborhood Council Internal Boundaries



**Harbor Gateway North Neighborhood Council
Internal District Boundaries Map**

ATTACHMENT B – Governing Board Structure and Voting

Harbor Gateway North Neighborhood Council – 17 Board Seats

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Chairperson	Elected	Stakeholder who is 18 years of age or older and who lives, works, or owns property in the neighborhood.	Stakeholders who are at least 16 years of age at the time of the election and who live, work, or own property in the HGNNC.
Vice Chairperson	Elected	Stakeholder who is 18 years of age or older and who lives, works, or owns property in the neighborhood.	Stakeholders who are at least 16 years of age at the time of the election and who live, work, or own property in the HGNNC.
Secretary	Elected	Stakeholder who is 18 years of age or older and who lives, works, or owns property in the neighborhood.	Stakeholders who are at least 16 years of age at the time of the election and who live, work, or own property in the HGNNC.
Treasurer	Elected	Stakeholder who is 18 years of age or older and who lives, works, or owns property in the neighborhood.	Stakeholders who are at least 16 years of age at the time of the election and who live, work, or own property in the HGNNC.
District 1 Representative	Elected	Stakeholder who is 18 years of age or older and who lives within District 1 of the HGNNC.	Stakeholders who are at least 16 years of age at the time of the election and live within District 1 of the HGNNC.
District 2 Representative	Elected	Stakeholder who is 18 years of age or older and who lives within District 2 of the HGNNC.	Stakeholders who are at least 16 years of age at the time of the election and live within District 2 of the HGNNC.
District 3 Representative	Elected	Stakeholder who is 18 years of age or older and who lives within District 3 of the HGNNC.	Stakeholders who are at least 16 years of age at the time of the election and live within District 3 of the HGNNC.
District 4 Representative	Elected	Stakeholder who is 18 years of age or older and who lives within District 4 of the HGNNC.	Stakeholders who are at least 16 years of age at the time of the election and live within District 4 of the HGNNC.
District 5 Representative	Elected	Stakeholder who is 18 years of age or older and who lives within District 5 of the HGNNC.	Stakeholders who are at least 16 years of age at the time of the election and live within District 5 of the HGNNC.
District 6 Representative	Elected	Stakeholder who is 18 years of age or older and who lives within District 6 of the HGNNC.	Stakeholders who are at least 16 years of age at the time of the election and live within District 6 of the HGNNC.

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
District 7 Representative	Elected	Stakeholder who is 18 years of age or older and who lives within District 7 of the HGNNC	Stakeholders who are at least 16 years of age at the time of the election and live within District 7 of the HGNNC.
District 8 Representative	Elected	Stakeholder who is 18 years of age or older and who lives within District 8 of the HGNNC.	Stakeholders who are at least 16 years of age at the time of the election and live within District 8 of the HGNNC.
Community Organization Representative	Elected	Stakeholder who is 18 years of age or older and who lives, works, or owns property in the neighborhood and is also a member of a HGNNC community organization.	Stakeholders who are at least 16 years of age at the time of the election and who live, work, or own property in the HGNNC.
Youth Advocate	Elected	Stakeholder who is 18 years of age or older and who lives, works, or owns property in the neighborhood and is also a member of a HGNNC youth organization or an advocate for youth.	Stakeholders who are at least 16 years of age at the time of the election and who live, work, or own property in the HGNNC.
Outreach/Communications Representative	Elected	Stakeholder who is 18 years of age or older and who lives, works, or owns property in the neighborhood and who will perform outreach activities.	Stakeholders who are at least 16 years of age at the time of the election and who live, work, or own property in the HGNNC.
Youth Representative	Elected	Stakeholder who is at least 14 years and no more than 17 years of age on the day of the election or selection.	Stakeholders who are at least 14 years of age at the time of the election and who live or work in the HGNNC.
At-Large Representative	Elected	Stakeholder who is 18 years of age or older and lives, works, or owns real property within the boundaries of the neighborhood council or a Community Interest Stakeholder. who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.	Stakeholder who is 16 years of age or older and lives, works, or owns real property within the boundaries of the neighborhood council or a Community Interest Stakeholder. who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.