



Contact us/sign up:
www.harborgatewaynorth.org
P.O. Box 3723, Gardena, CA 90247
310-768-3853 office
info@harborgatewaynorth.org

BOARD MEETING Tuesday March 10, 2026 at 7:00 pm

Zoom meeting online or by telephone
Zoom web link for this meeting is <https://us02web.zoom.us/j/83256444996>

Dial 1-669-900-6833 to join the meeting and then enter **webinar ID 832 5644 4996** and **press #** (press *9 to request to speak, *6 to unmute yourself)

Board Members

Joan Jacobs-Chairperson
Alonzo Williams - Vice-Chairperson
Rosalie Preston-Secretary
Majenni Nixon-Treasurer
Ronald Robinson-District 1
Bart Bidlingmeyer - District 2

Dave Trejo, District 3
Arvie Powell, District 4
Eva Cooper Pace, District 5
Marvin Bell, District 6
Barbara Tyson-Frazier, District 7
Shirley Johnson-District 8

Jeremy Guyton - Community Organization
Jackie Jackson-Youth Advocate
Finesse Simmons – Youth Representative
Frankie Mays-Outreach/Communications
Clifford McClain-At-Large

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte nosotros al (310) 768-3853 o por correo electrónico info@harborgatewaynorth.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE JANUARY 1, 2026 ENACTMENT OF CALIFORNIA SENATE BILL 707 (DURAZO) AND LA CITY COUNCIL FILES 23-1114, THE HARBOR GATEWAY NORTH NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

Every person wishing to address the Board must **dial 1-669-900-6833**, and **enter 832 5644 4996** and then **press #** to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

AGENDA

- 1) Welcome/call to order/Board roll call (quorum is 9 members)
- 2) General public comment on non-agenda items that are within the Neighborhood Council's subject matter jurisdiction. Each speaker will be allowed 2 minutes per speaker.
- 3) Reports
 - a) LAPD
 - b) Council District 15
 - c) Other elected officials
 - d) Department of Neighborhood Empowerment
 - e) Review of 2026 priorities/goals
 - f) Charter Reform Commission recommendations regarding Neighborhood Councils

- 4) Adoption of 2026-2027 HGNNC budget priorities letter **Vote**
- 5) Approval of 2026 Bylaws updates, as recommended by the Bylaws Committee **Vote**
- 6) Administrative motions
 - a) Approval of \$119.99 for renewal of McAfee virus protection for HGNNC office computer **Vote**
 - b) Approval of up to \$300 for refreshments for vendors at homeless outreach event on April 23 at the Metro station Figueroa and 117th Street **Vote**
- 7) Board business/announcements
 - a) Reports from Committees
 - b) Brief announcements from Board

Adjournment

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- 135th Street School, 801 W. 135th Street, Gardena, CA 90247
- www.harborgatewaynorth.org
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Comment

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

SB 707 Updates:

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comment using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting

via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. **California Government Code Section 54953.8(b)(3).**

The legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. **California Government Code Section 54953.8(b)(4).**

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. **California Government Code Section 54953.8(b)(5),**

A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to paragraph (5), to provide public comment until that timed public comment period has elapsed. **California Government Code Section 54953.8(b)(6)(A),**

A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to paragraph (5), or otherwise be recognized for the purpose of providing public comment. **California Government Code Section 54953.8(b)(6)(B).**

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Harbor Gateway North Neighborhood Council office 205, 555 W. Redondo Beach Blvd., at our website: www.harborgatewaynorth.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact our Secretary at (310) 768-3853 or email at: hgnnc@sbcglobal.net

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.harborgatewaynorth.org

HGNNC Goals/Priorities – 2026

beautification and creation of green spaces

- Beautify Rosecrans medians with trees and native shrubs/partner with Environmental Charter Middle School (work with CD 15 and Bureau of Street Services/StreetsLA)
- Murals, art, and green spaces to link the various Harbor Gateway North neighborhoods

increasing stakeholder engagement/participation/community connection (including youth)

- Each District Representative will create an outreach event for their District's stakeholders to encourage engagement with the Neighborhood Council (events could include voter registration for those turning 18, a picnic, health fair, community yard sale, senior appreciation day, community pride day, sports day, jobs for youth, emergency preparedness, creation of safe walking zones near schools, MyLA311 training, etc)
- Survey to identify community needs
- CERT classes
- Outreach to HGNNC businesses
- List of community organizations with which to partner
- Increase Latino participation in the HGNNC

Charter Reform Commission recommendations re: Neighborhood Councils – March 3, 2026

- Neighborhood Councils delivering a Community Impact Statement shall be in a separate queue from public comment.
- Neighborhood Councils, regardless of the City's position, may deliver to any governmental agency a statement passed in a Brown Act public meeting at which there is quorum. The City shall create and require language to indicate the NC is speaking for itself and not the City.
- Neighborhood Councils may include consent calendars on their agendas. Items on consent calendars may include common agenda items including, but not limited to, approval of minutes and the Monthly Expenditure Report and may include agenda items voted by a committee.
- Provide NCs the opportunity to submit questions to ask GM candidates during the employment interview. (This is in reference to when the City is selecting a new DONE General Manager.)
- Increase the number of BONC commissioners from seven to nine with the two additional commissioners being at-large and appointed by Neighborhood Councils.
- At the same time as departments, Neighborhood Councils shall submit their budget request for the following year. The BONC president shall be a single point-of-contact and shall organize the requests into a single request for the Mayor's consideration.
- Members of BONC shall not be permitted to vote at Commission meetings if they have not completed their required training within 30 days of being seated and to be able to continue voting their required training must be current.
- Capitalize Neighborhood Councils through the Charter.
- Require that City Council, City Council committees, and city commissioners make provision for Neighborhood Councils to comment via telephone or telephonic conferencing at all meetings of these bodies.

Joan Jacobs - Chairperson
Alonzo Williams - Vice Chairperson
Rosalie Preston - Secretary
Majenni Nixon - Treasurer
Ronald Robinson – District 1 Representative
Bart Bidlingmeyer - District 2 Representative
Dave Trejo - District 3 Representative
Arvie Powell - District 4 Representative
Eva Cooper Pace - District 5 Representative



Marvin Bell - District 6 Representative
Barbara Tyson-Frazier - District 7 Rep
Shirley Johnson - District 8 Representative
Jeremy Guyton – Community Org. Rep
Jackie Jackson -Youth Advocate
Finesse Simmons - Youth Representative
Frankie Mays - Outreach/Communications
Clifford McClain - At-Large Representative

HARBOR GATEWAY NORTH NEIGHBORHOOD COUNCIL

P.O. Box 3723, Gardena, CA 90247 (310) 768-3853 telephone
www.harborgatewaynorth.org info@harborgatewaynorth.org

March 10, 2026

Mayor Karen Bass
City Hall
200 N. Spring Street
Los Angeles, CA 90012

Re: HGNNC 2026-2027 City budget priorities

Dear Mayor Bass:

On March 11, 2026, our Board voted x-x-x to recommend the following areas as priorities for monetary allocations in the 2026-2027 City budget. These priorities are based on the needs which our stakeholders have brought to us at meetings, via telephone calls, and e-mail:

- Building and Safety – increased funding for code enforcement in conjunction with the Dept. of City Planning or creation of a new quality of life code enforcement office under another Department
- Bureau of Sanitation--increased funding for weekly street cleaning in areas that have not previously had posted cleanings: Districts 1, 2, 3, and 6 of the Harbor Gateway North Neighborhood Council area (see our attached map)
- Bureau of Sanitation--increased funding for the removal and prosecution of illegally dumped items and installation of deterrent measures (including cameras and vouchers for dumping at approved landfills for small haulers) at key locations:
 - 1) 168th Street under the I-110 (HGNNC District 1)
 - 2) Estrella between 164th Street and 168th Street (HGNNC District 1)
 - 3) Denver between Gardena Blvd. and 168th Street (HGNNC District 1)
 - 4) Alondra Blvd. under the I-110 (HGNNC Districts 1 and 2)
 - 5) Alleys throughout the area between Vermont Avenue and Hoover and from Rosecrans Avenue to El Segundo Blvd. (HGNNC District 4)
 - 6) Vermont Avenue from 125th Street to 126th Street (HGNNC District 5)
 - 7) Alley between 126th Street and Laconia Blvd. between Vermont and Ainsworth (HGNNC District 5)
 - 8) Hoover Street-12700 block (HGNNC District 5)
 - 9) Laconia Blvd. at Ainsworth Street (northeast corner) (HGNNC District 5)
 - 10) 116th Place from Vermont Avenue to Hoover Street (HGNNC District 6)
 - 11) Hoover Street under the 105 freeway (HGNNC District 6)
 - 12) Grand Street north of Imperial Highway to 110th Street (HGNNC District 6) 117th

- 13) Athens Way between 120th Street and 117th Street (installation of deterrent barriers) (District 7)
 - 14) 117th Street from Figueroa to Main Street (HGNNC District 7)
 - 15) Alleys in HGNNC District 7 (HGNNC District 7)
 - 16) Union Pacific railroad tracks between Main Street and San Pedro Street (HGNNC District 7)
 - 17) 116th Street at Lanzit (HGNNC District 7)
 - 18) Main Street under the 105 Freeway overpass (HGNNC District 7)
 - 19) San Pedro Street under the 105 Freeway overpass (HGNNC District 7)
 - 20) Stanford Avenue under the 105 Freeway overpass (HGNNC District 8)
- Bureau of Sanitation – funding for signs prohibiting illegal dumping on Hoover Street (El Segundo to Rosecrans) and in all alleys in District 4
 - Bureau of Street Lighting – increased funding to speed up repairs of street lighting impacted by copper wire theft and to convert to solar power for lighting
 - Bureau of Street Lighting – improved lighting along 117th Street from Figueroa Street to Broadway as this is one of the main corridors for pedestrians to take to their homes from the C Line and J Line Metro Station, an isolated street that is also often impacted by major amounts of illegal dumping
 - Bureau of Street Lighting – funds for repair/replacement of Tivoli lights along Gardena Blvd. from Vermont Avenue to Menlo Avenue
 - Bureau of Street Services – increased funding for the repair, paving, maintenance of alleys
 - 1) alley east of Vermont Avenue and south of 169th Street (District 1)
 - 2) alley west of Ainsworth from 156th to Redondo Beach Blvd. (District 2)
 - 3) alley east of Orchard, south of Redondo Beach Blvd. (District 2)
 - 4) all alleys in the area from Vermont Avenue to Hoover Street and from Rosecrans to El Segundo Blvd. (District 4)
 - 5) alley south of 126th Street and north of Laconia between Vermont Avenue and Ainsworth (District 5)
 - 6) alley west of Vermont Avenue/south of 124th Street – possible Green Alley) (District 5)
 - Bureau of Street Services – increased funding for residential sidewalk repairs needed due to tree roots, sidewalk repairs, broken curb replacement, and tree stump removal, with prioritization of tree removal and sidewalk repairs for ten of the worst areas within our Neighborhood Council each year; we can provide a full listing and photos.
 - Bureau of Street Services – funding for regular maintenance of the parkway/walking path with trees along the east side of Hoover Street, just west of the 110 freeway, from Rosecrans Avenue to El Segundo Blvd. (District 4)
 - Bureau of Street Services – tree planting needed
 - 1) Street median on Figueroa Street from 173rd to Redondo Beach Blvd. with trees (District 1)
 - 2) Medians on the south and north sides of Rosecrans from Vermont Avenue to the I-110 freeway (new native/drought tolerant trees and shrubs planted in the medians to mitigate the air pollution from traffic on Rosecrans, with possible water infiltration system) (Districts 3 and 4)
 - 3) Hoover Street from El Segundo to 135th Street -new trees planted to replace those that have died since the latest planting (District 4)
 - 4) Imperial Highway from Broadway to Avalon (new trees and shrubs to mitigate air pollution and to help slow vehicles which have crashed into homes) (District 7)

- Bureau of Street Services – total repaving of major roads
 - 1) Vermont Avenue east side from Artesia Blvd. to Gardena Blvd. (District 1)
 - 2) Redondo Beach Blvd. from Vermont Avenue to Figueroa Street (Districts 2 and 3)
- City Clerk – increase in each Neighborhood Council budget to \$40,000 per year
- Cultural Affairs – funding for historic markers noting cultural history of the Harbor Gateway North area and for a series of murals at key locations, including freeway underpasses, to link the eight neighborhoods
- Cultural Affairs – advocacy for adding the Athens on the Hill neighborhood as part of the State’s California Arts Council Historic South Los Angeles Black Cultural District
- Economic and Workforce Development Department – creation of a JEDI (Jobs and Economic Development Incentive) Zone for Gardena Blvd.
- Fire Department – expansion of existing Fire Station 79 or location for a new building
- LADOT – installation of bollards/barriers in street to prevent cars doing donuts
 - 1) 140th at Ainsworth (District 4)
 - 2) Athens Blvd. at Hoover Street (District 5)
 - 3) Hoover at Laconia Blvd. (District 5)
 - 4) Hoover at 124th Street (District 5)
 - 5) Laconia Blvd. at Ainsworth Street (District 5)
 - 6) 120th Street at Main Street (District 7)
 - 7) 120th Street at Avalon (District 8)
- LADOT
 - 1) Increased funding for parking enforcement to remove abandoned vehicles faster
 - 2) Increased funding for the speed hump program and other traffic calming measures within residential neighborhoods
 - 3) Funding and cooperation with the City of Gardena for installation of a traffic signal at 157th Street/Magnolia and Vermont Avenue, which would help with vehicles speeding on both sides of Vermont Avenue (District 2)
 - 4) Funding of proposed traffic calming measures for the intersection of Hoover Street and 135th Street-Betty Hawkins Square (District 4)
 - 5) Funding for approved traffic signal at Rosecrans Blvd. and Menlo Avenue (District 4)
 - 6) Installation of signs limiting parking after hours on Estrella Avenue north of 135th Street
- LADOT - stop signs on Broadway at 117th Street, which is a major crossing used by pedestrians from the C Line and J Line Metro Station on Figueroa Street and is currently hazardous to cross Broadway without the stop signs
- LAPD – increased funding for 911 operators and non-emergency call operators
- LAPD Southeast Division - add one additional Senior Lead Officer for each basic car area (18A97, 18A63, and 18A41) so there is coverage during SLO illness, vacations, reassignment, etc.
- LAPD – funding for Gang Impact Team/gang prevention resources for the Gardena Blvd. area

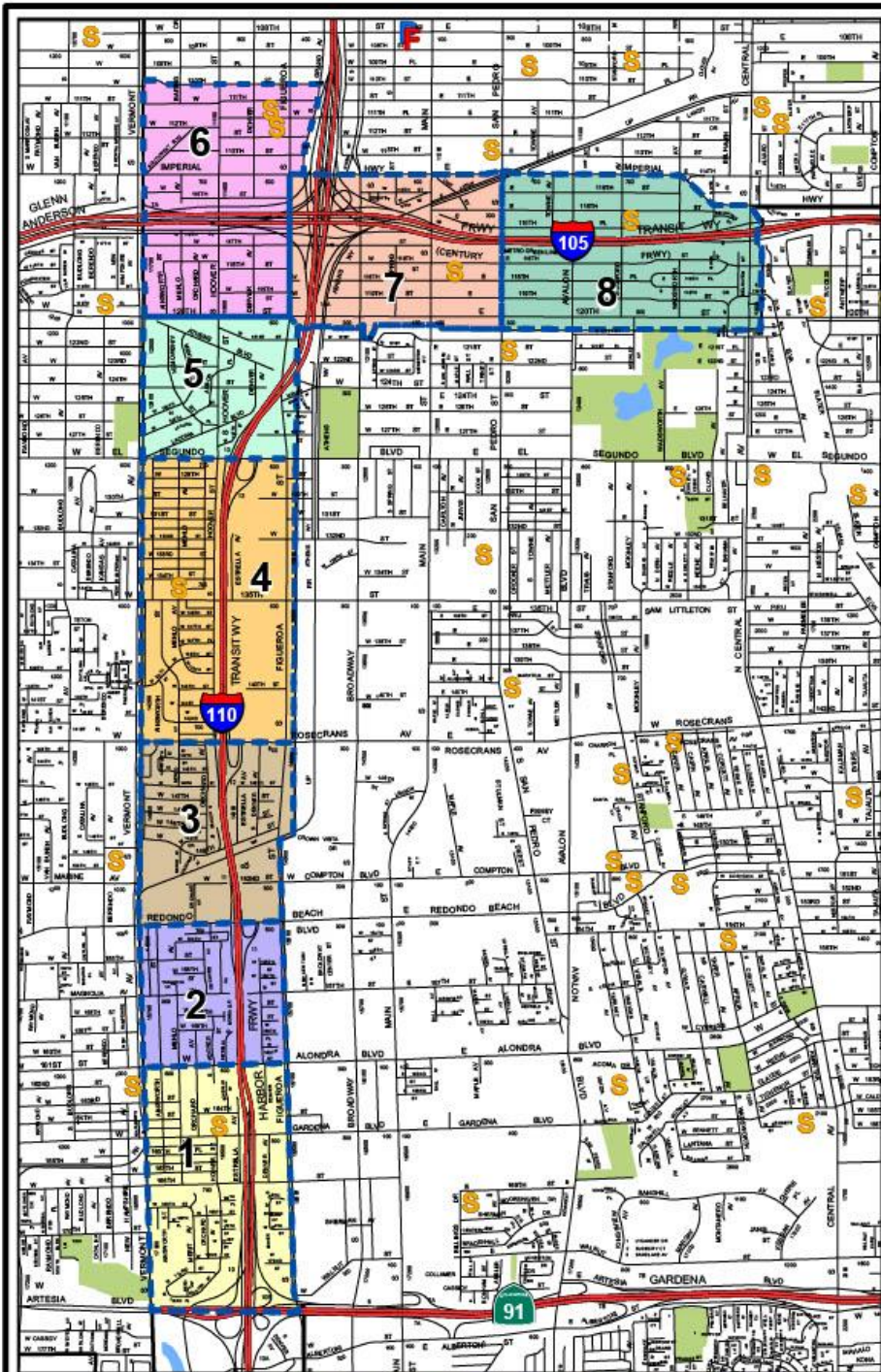
- Neighborhood Empowerment – increased funding for field staff, public relations staff, and election outreach
- Office of Historic Resources - increased funding/partnership for historical markers and wayfinding signage for landmarks of significance in the Harbor Gateway North neighborhood
- Office of Petroleum and Natural Gas Administration and Safety – adequate funding to oversee the phase out of oil and gas operations near sensitive uses and enforcement of permits for existing drilling

Additionally, we support re-organization of City Departments to make coordination of services more efficient, such as creating a Department of Public Works, with a General Manager, and elimination of the appointed Board of Public Works and the separate Department of Transportation, so that all street infrastructure (roadway pavement, street striping and crosswalks, sidewalks, curb cuts, bike lanes, trees) can be handled by one Department rather than multiple bureaus and two separate agencies. We also support the creation of multi-year capital improvement plans so that needed major capital improvements can be specifically funded and the projects' progress tracked on a website for transparency.

Sincerely,

Joan Jacobs, Chairperson
Harbor Gateway North Neighborhood Council

Cc Councilmember Tim McOsker – Council District 15
Councilmember Marqueece Harris-Dawson – Council District 8
Rudy Martinez, Field Deputy - Council District 15
Laura Garcia, Field Deputy - Council District 8
Jocelyn Dominguez – Manager of Community Engagement for Mayor Karen Bass



HARBOR AREA
COUNCIL DISTRICT 8 & 15

HARBOR GATEWAY NORTH NC

Certified: 11/12/2002

Department of
Neighborhood Empowerment
(213) 978-4551 or dial 311
www.EmpowerLA.org
(http://www.EmpowerLA.org/)

- School
- Library
- Fire Station
- Police Station
- Street
- Freeway
- Recreation Area
- Water
- Park
- City Boundary

DISTRICT

- | | |
|---|---|
| 1 | 5 |
| 2 | 6 |
| 3 | 7 |
| 4 | 8 |



NOT TO SCALE

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ERIC GARCETTI
MAYOR

HARBOR GATEWAY NORTH DISTRICT
NEIGHBORHOOD COUNCIL

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT
CITY OF LOS ANGELES



GARY LEE MOORE, P.E.
CITY ENGINEER

BYLAWS
HARBOR GATEWAY NORTH NEIGHBORHOOD COUNCIL
CERTIFIED NOVEMBER 12, 2002

Approved November 5, 2004
Revised December 13, 2005 and Approved December 29, 2005
Revised July 2006 and Approved August 2006
Revised April 28, 2009 and Approved May 29, 2009
Revised June 6, 2009 and Approved August 24, 2009
Revised July 27, 2011 and Approved August 22, 2011
Approved by Department of Neighborhood Empowerment January 26, 2014
Approved by Department of Neighborhood Empowerment September 1, 2015
Approved by Department of Neighborhood Empowerment July 6, 2018
Revised by Department of Neighborhood Empowerment August 3, 2018
Approved by the Department of Neighborhood Empowerment June 30, 2020
Amended by the Department of Neighborhood Empowerment July 1, 2024
Amended 2026

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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 **south side of** 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 **the north side of** Imperial Highway then the County of Los Angeles Boundary **east of Central Avenue** from Imperial Highway to 121st Street. Then the County of Los Angeles **or City of Carson** Boundary **east of Figueroa Street from 121st Street to the north side of Artesia Boulevard/91 Freeway.**
- 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 of Figueroa Street.~~

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 of Figueroa Street.~~

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 of Figueroa Street.~~

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,” “Community Interest Stakeholder,” and their related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Charter Section 906(a)(2) and 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~~ stakeholder 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~~ Organizational Representative (Faith-Based, neighborhood watch, block club, PTA, 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~~ **shall** represent the needs and interests of youth in our community.

E. One (1) **At-Large Representative** ~~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.~~ **defined as a person who participates in a community organization 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 benefit the neighborhood. (Further details on the duties of the At-Large Representative will be found in the Standing Rules.)**

**Per the Administrative Code section 22.810.1 (b)(2)(C)(iii)(1):
No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).**

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 at 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. **Proxy votes are not allowed.** 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~~ **City** 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.**

Neighborhood Council may not communicate their positions directly to county, state, and/or Federal legislators.

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

If a Board seat becomes vacant, the Board may choose to verify Stakeholder status of an individual filling the vacant seat or may choose to request the Department do so following its internal procedure(s).

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~~ **submit a 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 ~~an general~~ **an** 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~~ **considered for removal** 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 **which are listed in the Standing Rules**, 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 be 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 Councils 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. **The officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Committee: 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 **Board meetings** ~~Council meetings and all meetings of the Board~~ **in accordance with BONC policy.** 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/**Green** Committee, the

Outreach/Communications Committee, the Planning and Land Use Committee, ~~the Public Safety/Emergency Preparedness Committee~~ and the Youth Issues Committee.
(See Standing Rules for areas of focus for each 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 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.
- C. **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.

- 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** – Upon and with good cause, 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 Act.

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 public comment 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. No other business shall be considered at the meeting.

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~~ **shall** not enter into any contracts or agreements except through the ~~Department.~~ **City officials.**

Article X – ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election ~~will~~ **shall** 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~~ **shall** 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.
- F. **Neighborhood Council Grievance Process: Once the Board is notified by the Department of Neighborhood Empowerment of a certified Grievance by a stakeholder, the Executive Committee shall meet to determine if the full HGNNC Board will consider and determine whether to sustain and cure or reject the stakeholder Grievance in whole or in part or to waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance panel for consideration. (See Standing Rules for further details.)**

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.

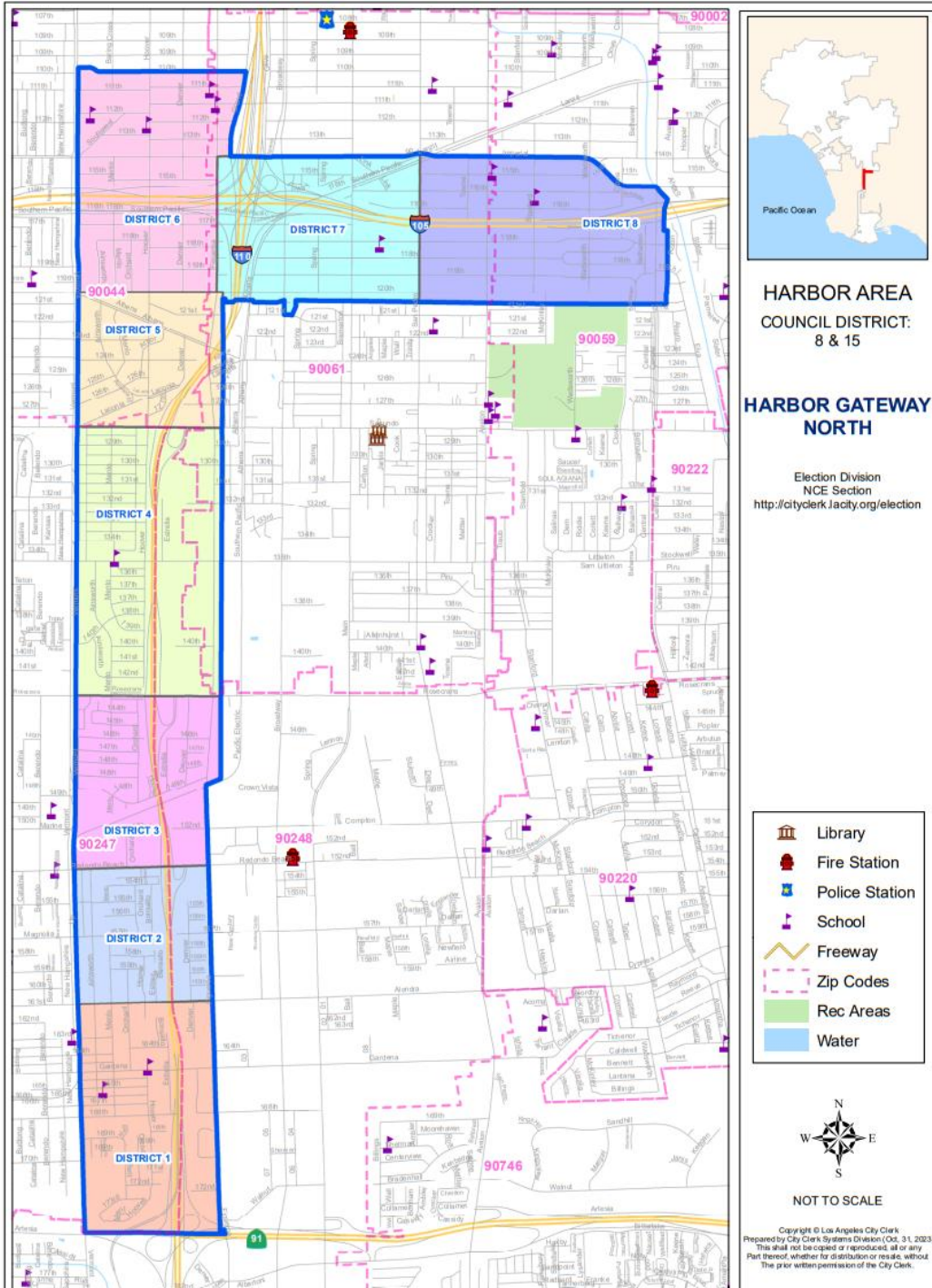
Section 1: Code of Civility – The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner pursuant to Commission and City regulations.

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.

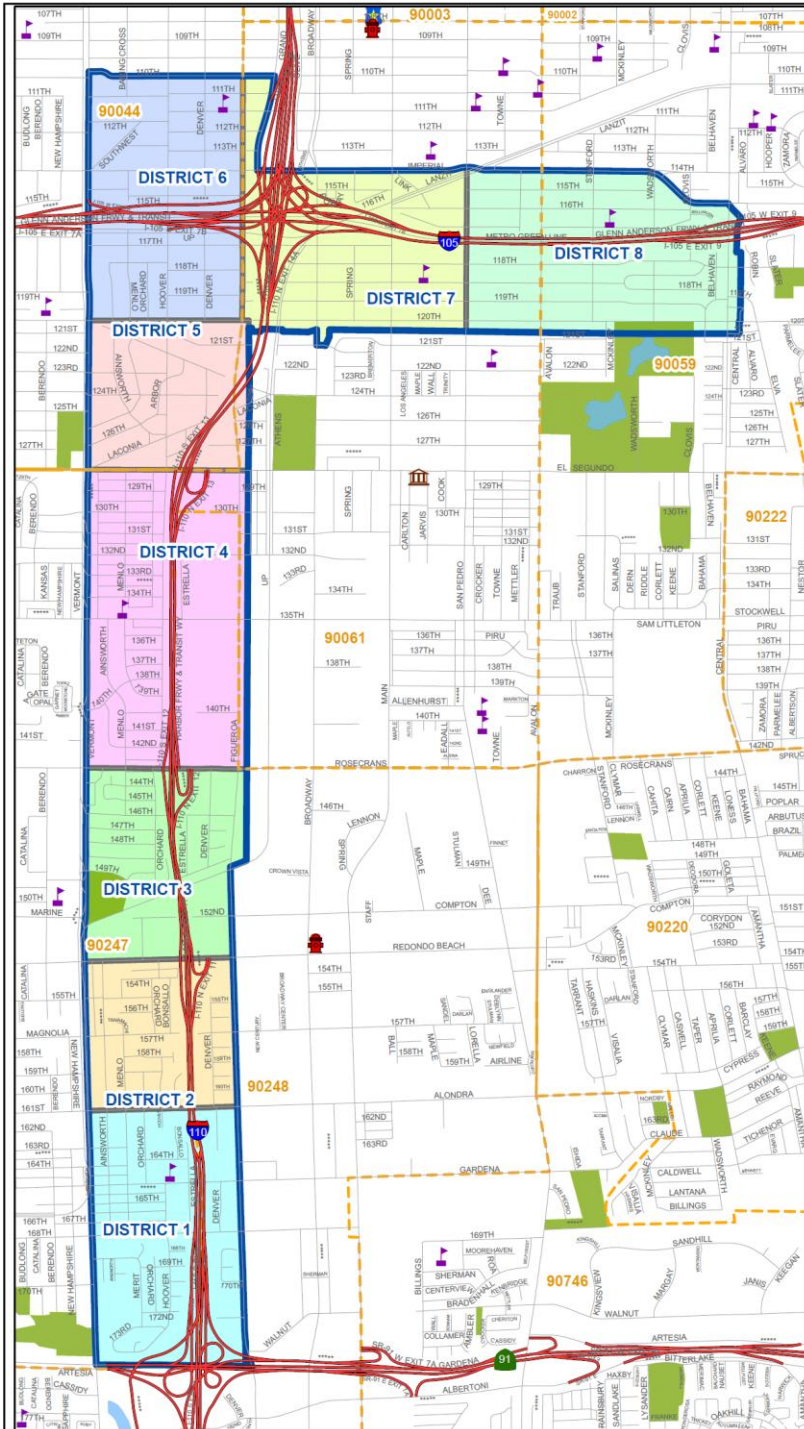
ATTACHMENT A - Map of Harbor Gateway North Neighborhood Council



**HARBOR GATEWAY NORTH
NEIGHBORHOOD COUNCIL**

OFFICE OF THE CITY CLERK
CITY OF LOS ANGELES



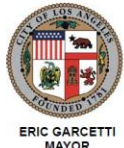


HARBOR AREA
 COUNCIL DISTRICT:
 8, 15
**HARBOR GATEWAY
 NORTH**
 Election Division
 NCE Section
<http://cityclerk.lacity.org/election>

- Library
- Fire Station
- Police Station
- School
- Freeway
- Zip Codes
- Rec Areas
- Water



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ERIC GARCETTI
 MAYOR

**HARBOR GATEWAY NORTH
 NEIGHBORHOOD COUNCIL**

OFFICE OF THE CITY CLERK
 CITY OF LOS ANGELES



Office of the City Clerk
 Election Division



Office of the City Clerk
 Systems Division

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.
Organizational 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 (faith-based, neighborhood watch, block club, PTA, non-profit)	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 or attends school in the HGNNC.
Board Position	Elected or Appointed	Eligibility to Run for the Seat	Eligibility to Vote for the Seat

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 defined as a person who participates in a community organization 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 benefit the neighborhood 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. defined as a person who participates in a community organization 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 benefit the neighborhood within the boundaries of the Neighborhood Council.
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