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BYLAWS COMMITTEE

Tuesday February 4, 2025 at 5:30 pm

Held via Zoom meeting online or by telephone
Zoom web link for this meeting is <https://us02web.zoom.us/j/88038951485>

Dial 1-669-900-6833 to join the meeting and then enter **webinar ID 880 3895 1485** and **press #** **(press *9 to request to speak, *6 to unmute yourself)**

Committee Members

Joan Jacobs, Chair
Rosalie Preston, Secretary

Luetta Watson
Hannah Woods

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 OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, 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 880 3895 1485** 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/roll call (quorum is 3 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-press *9 to request to speak, *6 to unmute yourself
- 3) Review of proposed updates to the HGNNC Standing Rules, with a recommendation to the Board **Vote**

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 411 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 comments 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.

The eligible 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.

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.

(i) An eligible 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 subparagraph , to provide public comment until that timed public comment period has elapsed.

(ii) An eligible 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 subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

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: info@harborgatewaynorth.org

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

STANDING RULES

Harbor Gateway North Neighborhood Council (HGNNC)

Updated February 11, 2025

INTRODUCTION:

The purpose of the Harbor Gateway North Neighborhood Council (HGNNC) Standing Rules is to clarify or better define portions of the HGNNC Bylaws, and/or Board procedures and processes, and to establish information regarding Board operations that may be of assistance to the Board and to Stakeholders of HGNNC.

The Standing Rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaws. If there is a conflict between a provision of the Bylaws and a Standing Rule, the Bylaws shall govern. Standing Rules may be adopted, amended, or repealed by a majority vote of the Board members present and voting.

The HGNNC Standing Rules shall be available for review in their most current version on the HGNNC website.

(1) Rules for Participation on a Committee:

(a) The Chair of the Committee shall be a full-voting member.

(b) A Committee shall be composed of at least three (3) members, including the Committee Chair.

(c) Each Committee shall be comprised of Stakeholder(s) and Board Member(s). If necessary, non-Stakeholder(s) with expertise in the Committee's assignment may become an Advisor to the Committee.

(d) A quorum for a Committee shall be one-half the number of Committee members plus one.

(e) Absence from four consecutive meetings or four meetings during a twelve month period shall be deemed a failure to consistently attend, excluding excused absences, and shall result in removal from the Committee. Committee members shall notify the Chair and/or Secretary of the Committee regarding their inability to attend a meeting via email and/or telephone call at least two hours before the scheduled meeting.

(f) Standing Committees may choose to elect a Vice Chair.

(g) Committee agendas shall be set by/with collaboration of the Chair and Secretary of the Committee and may include input from Committee members.

(h) A Committee shall perform tasks or duties only requested by the Board. A Committee shall not represent HGNNC in an official capacity to third (3rd) parties without approval from the HGNNC Board.

(A Committee cannot act independently of the organization per Robert's Rules.)

(Adopted November 12, 2019)

(2) Responsibility of Committees:

(a) For the consideration of all questions referred by the HGNNC Board or the Board Chair.

(b) For the creation of reports and of making recommendations to the HGNNC Board for and in the best interest of Stakeholders of the Neighborhood Council.

(Adopted November 12, 2019)

3) Agendas:

The HGNNC Board Agenda(s) ~~shall~~ **may** have a Consent Calendar. Consent Calendar Items are considered to be non- controversial and shall be treated as one Agenda Item. The Consent Calendar shall be enacted with one Motion. There shall be no separate discussion of these items unless the item is removed from the Consent Calendar, in which event that item will be considered on the regular Agenda.

(Adopted November 12, 2019)

(4) Public Comment:

For items not on the Board Agenda. Speaker(s) shall be limited to two (2) minutes to speak on an item. The Chair may extend or limit time due to extenuating circumstances.

(Personal appearance required. No electronic or proxy statements allowed.)

(Adopted November 12, 2019)

(5) Speaking on Agenda Item:

In accordance with the Ralph M. Brown Act, audience members/stakeholders shall be allowed to address the HGNNC Board regarding a specific Agenda Item during the time the Item is being considered. Speakers shall be limited to two (2) minutes each. The Chair may extend or limit time due to extenuating circumstances.

(Adopted November 12, 2019)

(6) Voting:

(a) No vote shall be taken on any Motion or Resolution, including any amendments, until the Chair has stated the final Motion which is before the Board or the Committee. (At the discretion of the Chair, the Secretary may state the final motion.)

(b) Votes shall be cast in person. Proxy voting is not allowed.

(c) Unless it is necessary to recuse him/herself, each Board member (or Committee member) shall take part in voting on all motions by voting **Yes**, **No**, or shall formally **Abstain**. All recusal(s) shall be noted in the record. The tally shall be recorded in the Minutes as to composition of the votes cast.

(Adopted November 12, 2019)

(7) Correspondence:

Draft copies of all proposed correspondence sent on behalf of the HGNNC shall be provided to each Board Member via email before the meeting during which the correspondence will be voted on. Finalized correspondence will be sent to each Board Member via email. If the correspondence states a position or recommendation of the Neighborhood Council, it shall also state the number of votes cast For, Against, Abstain for the position or recommendation.

(Adopted November 12, 2019)

(8) Public Speaking In Public Forum(s):

Unless explicitly authorized to do so, all Board members and/or Committee members shall, in public forums, state that their public comments are made as independent individuals and are not to be taken as HGNNC positions or policies.

(Adopted November 12, 2019)

(9) Use of HGNNC Title/Position:

No Board officer, Stakeholder, or member of HGNNC or any of its Committees shall commit the Harbor Gateway North Neighborhood Council to any action without express authority and approval of the Board.

(Adopted November 12, 2019)

(10) Solicitation for Donations:

No Board officer, Stakeholder, or member of HGNNC or any of its Committees shall solicit donations of any kind, fashion or in any wise use the name of the Harbor Gateway North Neighborhood Council in such endeavor without express authority of the Board.

(Adopted November 12, 2019)

(11) Sergeant-At-Arms:

The Chair may appoint a Sergeant-At-Arms to maintain balance and order during Board meetings.

(Adopted November 12, 2019)

Article V – Section 7A Governing Board- Absences-acceptable “excused” absences

Acceptable “excused” absences from Board meetings shall include illness, work, family emergency, school/class commitment, bereavement, and vacation

(Adopted January 14, 2025)

(12) Article VI – Section 2 Duties of the Board Members other than Officers:

~~Language in this section of the November 12, 2013, Standing Rules is null and void. (Preempted by Article VI – Section 2 of the July 6, 2018, Bylaws.)~~

District Representatives: to be aware of stakeholder issues within the assigned HGNNC District and to provide stakeholders with appropriate agencies to contact to address the issues, including City Departments, LAPD, City Council Field Deputy, LAHSA, Caltrans, Union Pacific railroad, etc., follow up with stakeholders and issue(s) they have raised, and recommend Board actions to address underlying issues for ongoing problems.

Community Organization Representative: maintain contact with churches, non-profits, and other community organizations within the HGNNC boundaries and suggest collaborations where possible.

Youth Advocate: maintain contact with schools within the HGNNC boundaries, suggest collaborations where possible, and mentor the Youth Representative

Youth Representative: develop and maintain communication with youth living and/or going to school within the HGNNC boundaries and recommend actions that the HGNNC Board can take to further the interests of HGNNC youth, including programs, job availability, youth boards and conferences aimed at youth.

Outreach/Communications Representative: chair the Outreach/Communications Committee and help to develop various means of outreach and awareness to HGNNC stakeholders, including through programs and events, HGNNC website, and social media.

At-Large Representative: assist Board members with their representation of stakeholder needs and programs, as needed.

(Adopted January 14, 2025)

(13) Motion for Reconsideration Procedure:

(a) Before the Board reconsiders any matter, it must approve a Motion for Reconsideration. Said Motion must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the Item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

(b) The Motion for Reconsideration must be brought and the Board's approval of said Motion must occur, 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. The HGNNC may also convene a *Special Meeting* within these specified time frames to address a Motion for Reconsideration.

(c) A Motion for Reconsideration may be proposed only by a member of the Board (Moving Board Member) that previously voted on the prevailing side of the original action taken by the Board.

(d) A Board member who voted on the original action (Moving Board Member) may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the Agenda of a meeting that occurs within the allowed, specified periods of time as stated above.

(e) In order to properly place the Motion for Reconsideration on the Agenda of the subsequent meeting, the Moving Board Member shall submit a Memorandum to the Recording Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The Memorandum must briefly state the reason(s) for requesting the reconsideration and must provide an adequate description of the matter(s) to be re-heard; and, the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

(f) A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

(g) The Motion for Reconsideration process shall be conducted at all times in accordance with the Brown Act.

(Incorporated from 11/12/13 Standing Rules.)

(14) Procedure for Returning HGNNC Equipment/Property After a Board Election: 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.

(Adopted November 12, 2019)

(15) Code of CivilityConduct:

~~Collectively and individually, the members of the Board of the Harbor Gateway North Neighborhood Council and its appointed Committee members agree to abide by a Code of Civility to ensure that our Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.~~

~~The freedom to express one's views about public matters is a cornerstone of the democratic process. The Harbor Gateway North Neighborhood Council welcomes the diverse views and opinions of our Board members and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.~~

~~We collectively and individually agree to abide by our Code of Civility to the best of our abilities.~~

~~1. I will conduct myself in a professional and civil manner at all times as a representative of the Harbor Gateway North Neighborhood Council, including treating each member of the Board and members of the public with respect at all times.~~

~~2. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public. During Neighborhood Council meetings, functions, or events I will not engage in or threaten to engage in any verbal or physical attack on any other individual. I will not use language that is abusive, demeaning, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures. I believe that derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.~~

~~3. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Board or Committee members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.~~

~~4. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption. I pledge to truly listen to and hear other points of view. I will practice the art of being able to disagree without being disagreeable.~~

~~5. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws~~

~~6. I will commit to learn the applicable laws that govern Neighborhood Councils, including Bylaws, Standing Rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances, and the City Charter, and will not knowingly violate any of them so that we can maintain a safe and effective environment for conducting business.~~

~~7. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.~~

~~8. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters, and I will ask for advice from the Office of the City Attorney whenever I have doubts.~~

~~9. I will commit to good faith efforts to resolve grievances that come before the Board as specified in the procedures of the Department of Neighborhood Empowerment.~~

~~10. Out of respect to my fellow board members, the public, and the decision makers who we are trying to influence, I will make the best possible effort to understand the issues before me.~~

1. Neighborhood Council Board Members and Committee Members shall conduct themselves in a professional and civil manner.

2. This Policy applies to all Neighborhood Council Board or Committee meetings, Neighborhood Council events; events where the Neighborhood Council is a sponsor or participant; any event where a Board or Committee Member is acting, purports to be acting or appears to be acting in their official capacity as a Board or Committee Member; or when interacting with City employees, contractors, Neighborhood Council Board Members, Committee Members, and other volunteers.

3. This Policy also prohibits Neighborhood Council Board or Committee Members who is acting, purports to be acting or appears to be acting in their official capacity as a Board or Committee Member from using any technology, communication system, or equipment, regardless of whether City-issued, personal, or otherwise, whether used online or offline, to deliver, display, store, forward, publish, circulate, or solicit material in violation of this Policy. The technology, communication systems, or equipment referenced in this subsection may include, but are not limited to, email, text, social media, internet, intranet, telephones, computers, fax machines, voicemail, radio, video, cell phones, mobile digital terminals, or other communication devices.

4. If necessary, it is expected that the Neighborhood Council shall use this policy to either Censure or Remove a Board member who violates this Policy in accordance with BONC Policy numbers 2020-3 and 2020-4 and will proceed to remove an offending Stakeholder Committee Member in accordance with its bylaws.

5. This Policy prohibits harassment or discrimination on the basis of any Protected Category, or sexual harassment, other inappropriate conduct based on a Protected Category or protected activity. These activities interfere with the Policy's goals of maintaining diverse, equitable, inclusive, and productive Neighborhood Councils
Protected Categories under this Policy include those set forth in Section 3.1 of the City Workplace Equity Policy.

This Policy also includes protections for individuals perceived as being a member of one of the Protected Categories and individuals associated with members of the Protected Categories.

6. Neighborhood Council Board and Committee Members shall not engage in harassment. For the purposes of this Policy, harassment is the unwelcome and offensive, threatening, or abusive treatment of one or more persons (by any individual, including both Board and Committee Members) because of their actual or perceived Protected Categories.

Harassment can include, but is not limited to, one or more instances of conduct as set forth in Section 3.2.2 of the City Workplace Equity Policy.

(Adopted October 8, 2024)