

# RAMPART VILLAGE NEIGHBORHOOD COUNCIL BYLAWS

Approved January 26, 2014

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## **ARTICLE I            NAME**

The NAME of the Neighborhood Council shall be the **Rampart Village Neighborhood Council** (hereinafter referred to as “RVNC”), as officially recognized by the Los Angeles citywide system of Neighborhood Councils.

## **ARTICLE II            PURPOSE**

A. The purpose of the RVNC shall be: To provide a forum for the open discussion and deliberation of community issues and to engage its stakeholders to collaborate on matters affecting the community. The RVNC will serve as a voice for the Rampart Village community within the City’s decision-making process, and advocate in the best interest of the neighborhood for the improvement of its quality of life.

B. The policy of the RVNC shall be:

1. To create a forum to enable any individual or group to speak out on any issue affecting the community, on which the individual or group would like to be heard.
2. To inform RVNC Stakeholders of matters affecting the community and to encourage all Stakeholders to participate in all activities of the neighborhood council.
3. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this neighborhood council.
4. To remain non-partisan in regards to political affiliation including, but not limited to, the elections process for the governing body and committee members.
5. To prohibit discrimination against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.

## **ARTICLE III            BOUNDARIES**

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

NORTH: 101 freeway from Vermont Avenue east to Benton Way

SOUTH: 6th Street from Vermont Avenue east to Rampart Blvd., including the shared public facilities of LaFayette Park and Felipe de Neve Library located within Lafayette Park. The boundaries for Lafayette Park are from the intersection of 6th Street and Lafayette Park Place, south on Lafayette Park Place to Hoover Street, north on Hoover Street to Wilshire Blvd., west on Wilshire Blvd to Commonwealth Avenue, north on Commonwealth Avenue to the southern property line of the Superior Court Building, along the southern and eastern property lines of the Superior Court Building to 6th Street, east on 6th Street to Lafayette Park Place. The Felipe de Neve Library is located inside LaFayette Park, on the north side of the Park along 6th Street.

EAST: Benton Way from the 101 Freeway south to 3rd Street; 3rd Street from Benton Way east to Rampart Blvd; Rampart Blvd from 3<sup>rd</sup> Street south to 6th Street

WEST: Vermont Avenue from the 101 Freeway south to 6th Street

The boundaries of the RVNC are set forth in Attachment A – Map of Rampart Village Neighborhood Council.

**Section 2: Internal Boundaries:** Not applicable.

## **ARTICLE IV           STAKEHOLDERS**

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations. Stakeholders may also be those who represent or participate in community based organizations (CBO) found within the boundaries of the RVNC. CBO’s are defined as educational institutions, religious institutions, community organizations or other non-profit organizations, neighborhood associations, homeowners, apartment, condominium, or resident associations, school/parent groups, faith-based groups, senior groups, youth groups, chambers of commerce, business improvement districts, service associations, park advisory boards, boys & girls clubs, cultural groups, environmental groups, neighborhood watch, and police advisory board groups.

## **ARTICLE V           GOVERNING BOARD**

### **Section 1: Composition**

The RVNC shall be governed by a Board of Directors (“Board”) consisting of eleven (11) Board members representing the following designated categories:

- (A) Two (2) resident tenants
- (B) Two (2) business representatives
- (C) One (1) homeowner
- (D) One (1) student (age sixteen (16) to twenty (20))
- (E) One (1) community based organization representative
- (F) Three (3) at-large
- (G) One (1) community interest (formerly factual basis)

Any designated seat which remains vacant for more than sixty (60) days following a RVNC election or resignation shall revert to an at-large seat for the remainder of the current term.

The Board must to the extent possible reflect the diversity of the RVNC’s Stakeholders. Accordingly, no single stakeholder group shall comprise a majority of the Neighborhood Council’s governing body, unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (“Department”).

Any Stakeholder as defined in Article IV of the Bylaws shall be eligible to become a member of the Board. General membership in the Neighborhood Council is open to all RVNC Stakeholders.

## **Section 2: Quorum**

A quorum for any meeting of the Board shall be six (6) Board members.

## **Section 3: Official Actions**

A simple majority vote by the Board members present, including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

All votes of the RVNC Board may be by a show of hands with the understanding that any person in attendance at the meeting may request a verbal, by roll call vote. The vote of each member is to be recorded. The Board cannot vote by secret ballot.

No proxy voting will be allowed. No Board member under the age of eighteen (18) will vote on issues or contracts on which he or she is prohibited from voting under applicable law.

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

A Board member office term shall be defined as two (2) years. Each term shall begin within thirty (30) days following the certification of election results. The incumbent Board members will continue in their duly elected/appointed positions until a new Board is seated. There are no term limits.

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

The primary duties of the Board shall be to govern the RVNC 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 the President or the Board, by official action. The President of the Board, by official action, may delegate to any Board member the authority to present before any public body an approved RVNC position previously adopted by the Board or a statement that the RVNC has had insufficient time to develop a position or recommendation on a matter before that body.

## **Section 6: Vacancies**

When a vacancy occurs, it shall be filled by a majority vote of the remaining Board. The newly appointed Board member shall complete the term of the member he/she is replacing. The Board shall make good faith efforts to fill vacant seats with stakeholders that reflect the diversity and special interests of the Rampart Village community.

## **Section 7: Absences**

Any Board member who misses three (3) scheduled consecutive RVNC Board meetings or, six (6) total RVNC Board meetings during any twelve (12) month period will be automatically removed from the Board. Each Board member absence shall be recorded in the RVNC's meeting

minutes and that, upon missing the required number of RVNC Board meetings for removal, the RVNC Vice-President shall provide notice to that Board member that his/her seat has been declared vacant. Any meeting of the RVNC Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance.

## **Section 8: Censure**

The RVNC Board can take action to publicly reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at an RVNC Board meeting. Censures shall be placed on the agenda for discussion and action.

## **Section 9: Removal of Governing Board Members**

The RVNC President shall consult with the Office of the City Attorney throughout any Board removal process. If the President is identified for removal, another Board member shall be selected by a majority vote of the Board members to be the Board's legal liaison. Board members may be removed in the following ways:

**A. Petition by Stakeholders**— A Board member may be removed from office for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct by the submission of a written petition to the Secretary and the RVNC Board, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of one hundred (100) non-community interest RVNC stakeholders. No member shall be removed for any arbitrary, capricious or discriminatory reason.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular RVNC Board meeting.
2. Removal of the identified Board member requires a three-fourths (3/4) vote of the attending Board members.
3. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter. If the vote for removal is affirmative, the position shall be immediately deemed vacant and filled via the RVNC's vacancy clause.

**B. Petition by Board** - A Board member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with RVNC business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board member's submission to the Board of a petition which includes: i) the identity of the Board member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least four (4) Board members.

1. The petition shall be delivered simultaneously to all Board members and the matter placed on the agenda and scheduled for a vote at the next regular Board meeting.

2. Removal of the identified Board member requires a three-fourths (3/4) vote of the attending Board members.
3. The Board member being removed must first have been censured by the Board for the same action before a Petition by the Board for removal shall be considered by the RVNC.
4. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter. If the vote for removal is affirmative, the position shall be immediately deemed vacant and filled via the Council's vacancy clause.

## **Section 10: Resignation**

A Board member may resign from the Council, by submitting a written resignation to the President and the Secretary and the position shall then be deemed vacant. It is suggested that thirty (30) days notice be given when tendering a resignation of a Board seat. The Board does not have to vote to accept a resignation.

Upon resignation a Board member shall immediately return any RVNC or LA City supplies, records, material or property in their custody.

## **Section 11: Community Outreach**

The RVNC Board shall direct a system of outreach be instituted to inform Stakeholders as to the existence and activities of the RVNC, including its Board elections, and to encourage all Stakeholders to seek leadership positions within the RVNC.

All Board members shall be responsible for participating in the RVNC's outreach efforts.

## **ARTICLE VI        OFFICERS**

### **Section 1: Officers of the Board**

Executive Officers of the Board of Directors shall be President, Vice-President, Treasurer, and Secretary.

### **Section 2: Duties and Powers**

The duties of the Executive Officers shall include:

#### **A. PRESIDENT**

Shall be the presiding Officer of the Board.

Shall serve as Chair of the Board and Executive Committee meetings.

Shall prepare the agenda for the Executive Committee meeting.

Shall appoint committee chairperson(s) of AdHoc committees, unless otherwise stated in these bylaws.

Shall serve as the official spokesperson and representative of the RVNC.

#### B. VICE-PRESIDENT

Shall perform the duties of the President if the President is not able to do so or when otherwise requested to do so by the President.

Shall assist the President in carrying out the official business of the Board.

Shall Chair at least one (1) Standing Committee.

Shall represent the RVNC at citywide or regional Neighborhood Council meetings.

Shall maintain oversight of Standing and Ad Hoc Committees.

Shall be the second signatory for financial expenditures.

#### C. TREASURER

Shall serve as Chair of the Budget, Finance, and Grants Committee.

Shall establish an accounting system for the RVNC.

Shall maintain the records of the RVNC's finances and book of accounts.

Shall prepare any financial reports for the Department pursuant to the Plan for a Citywide System of Neighborhood Councils ("Plan").

Shall receive and disburse all RVNC funds with Board approval.

Shall provide monthly financial reports, including an updated budget report and P-Card statement, for Board approval.

See ARTICLE IX for additional duties.

#### D. SECRETARY

Shall be responsible for the taking of the minutes of all RVNC Board and Executive Committee meetings and present them for approval at the next meeting.

Shall keep a log or record of Board meetings and activities.

Shall receive and log all communications and present them promptly to the Board.

Shall be responsible for the posting of agendas for all Board and Executive Committee meetings.



Shall maintain the RVNC calendar.

Shall provide administrative support to Board Officers, and any other duties prescribed and approved by the Board.

Shall be the alternate second signatory for financial expenditures.

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

The Executive Officers will be selected by the Board from those Board members who wish to serve in these positions. Nominations and elections for these positions will take place no later than the second meeting following the general election and filled by majority vote. A Board member cannot serve as an Executive Officer on the RVNC if they are concurrently serving as a Board member on another Neighborhood Council. Executive Officers serve at the will of the Board and may be removed by a two-thirds (2/3) vote of the Board members present once quorum is established at any Board meeting.

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

Executive Officers shall serve two (2) year terms or until the seating of a newly elected Board.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

Unless specified below, any RVNC Stakeholder is eligible to serve on any committee and the RVNC Board will encourage full and broad participation in all committees.

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

Standing Committees will meet regularly, but at least once every three (3) months, and report to the RVNC Board, as necessary, or at the RVNC Board's request. A minority report may also be presented.

The Standing Committees of the RVNC shall be:

#### **A. Executive Committee**

The mission of the RVNC Executive Committee is to set the agendas for the RVNC. It is chaired by the President and consists of the following Board Officers: Vice-President, Secretary, Treasurer and one (1) other Board member. The other Board member shall be selected by a majority vote of the non-Executive Board members.

The Executive Committee conducts its business by reviewing and prioritizing agenda requests for Board action by motion or letter or announcements submitted by RVNC Stakeholders, governmental entities, and other interested individuals and organizations. The Executive Committee has the discretion to postpone an agenda request, refer it to a specific RVNC Committee for review and recommendation, treat it as an announcement, or consider and resolve it as not being within the purview of the RVNC. The Executive Committee should not participate in a discussion of the merits of a proposed agenda item.

## B. Budget, Finance and Grants Committee

The mission of the RVNC Budget, Finance and Grant Committee is to educate Stakeholders on the budget process and to oversee the procurement and purchasing of all requests for financial support and grants received from community organizations and Stakeholders.

The Treasurer shall chair this committee. In addition to the above it is responsible for preparing the annual budget for presentation to the RVNC Board. It reviews all funding requests and identifies appropriate budget line items.

## C. Community Relations, Outreach and Social Networking Committee

The mission of the RVNC Community Relations, Outreach and Social Networking Committee is to provide pathways for the RVNC to connect to the Rampart Village community, and to encourage and support activities that increase the awareness of the local community for the activities, goals, and mission of the RVNC.

Specific goals of this Committee shall include:

1. Leveraging technology to improve stakeholder participation and stakeholder access to information about the Rampart Village community.
2. Promoting the RVNC at citywide events and within Rampart Village boundaries.
3. Working in conjunction with other committees, communities, regional and citywide alliances
4. Maintaining and increasing the RVNC e-mail list.
5. Developing and maintaining a telephone tree data base of Stakeholders and Board members.

## D. Planning, Parks, Public Works and Land Use Committee

The mission of the Planning, Parks, Public Works and Land Use Committee shall be to receive and review public input, report on and make recommendations of action to the Board on land use and planning issues. The Committee will monitor and report to the Board on zoning and planning issues for specific projects and developments located within the RVNC boundaries and adjacent areas.

The Committee shall also seek to maximize the use of our parks while maintaining good neighbor relations with those living immediately adjacent to them. The Committee will recommend ways to improve Public Works projects and maintain and improve park equipment, facilities, programs and staffing.

## E. Public Safety, Housing and Transportation Committee

The mission of the Public Safety, Housing and Transportation Committee shall be to serve as the primary RVNC entity for Public Safety, Housing and Transportation issues and policies planning. It shall provide assistance to Stakeholders seeking solutions that could mitigate safety issues and will address emergency preparedness, homelessness, housing opportunities, traffic and transportation issues in the RVNC neighborhood.

## Section 2: Ad Hoc Committees

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

## Section 3: Committee Creation and Authorization

- A. Committees shall serve in an advisory capacity to the full RVNC Board and may not take any action without Board approval. All committee recommendations to the Board shall state: "The \_\_\_\_\_ Committee recommends that the RVNC take the following action..."
- B. Additional Standing Committees may be created by amending these bylaws. Unless otherwise stated in these bylaws Standing Committee Chairs shall be selected by a majority vote of the Board in attendance at a noticed RVNC Board meeting. Standing Committees must have at least three (3) members.
- C. Ad Hoc Committees of the Board may be established as deemed appropriate by the Board to carry on the work of the RVNC. The President shall appoint or remove Ad Hoc committee Chairs, subject to veto by Board majority vote. Unless otherwise stated in these bylaws, Ad Hoc Committee Chairs shall appoint their committee's members. All Ad Hoc committees shall be given a termination date at the time of creation, but shall automatically terminate within one (1) year following the date of creation or at the seating of a new Board.
- D. Committee members and Chairs may be removed in the same manner in which they were appointed.

## ARTICLE VIII MEETINGS

All meetings will be conducted under the provisions of the BROWN Act and all meetings will be open to the public and posted at five public locations plus the RVNC website. Public comment will be taken after the presentation of an item and before the item is voted on. A public-comment period for non-agendized items will be a part of each meeting.

### A. Regular Meetings

The Board will meet at least once a quarter, or as often as the Board requires, within the boundaries of the council.

### B. Special Meetings

The President or three (3) Board Officers may, at their discretion, call a Special Meeting which must be properly noticed, to allow the RVNC to discuss and cast a vote on a timely issue (s).

### C. Committee Meetings

Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes should be taken at every Committee meeting and a copy sent to the Vice-President.

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

The Board shall meet at least every other month. Meeting time and location shall be determined by the Board.

## **Section 2: Agenda Setting**

The agenda for Regular Board meetings shall be set by a majority vote of the Executive Committee. Any Stakeholder can request that a matter be placed on the Agenda for any Board meeting by making such request to the Secretary at least one hundred and twenty (120) hours prior to the Executive Committee meeting. Committee meeting agendas shall be created by the Committee Chair.

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

Notice of a Regular Board meeting shall be a minimum of seventy-two (72) hours in advance of the meeting and at least twenty-four (24) hours in advance of a Special meeting. At a minimum, notice shall be posted at the Council's five (5) public notice locations specified on the RVNC website (if applicable) and emailed out to Stakeholders if the RVNC maintains such a database. Regular and Special Board meeting agendas shall also be sent to the Department. Committee meetings shall be similarly posted.

## **Section 4: Reconsideration**

The RVNC shall follow Robert's Rules of Order on reconsideration.

## **ARTICLE IX FINANCES**

The RVNC agrees to comply with all financial accountability requirements as specified by City ordinance and in the Plan and as stated in the City's Certification Application. The RVNC further agrees to comply with all financial reporting requirements as prescribed by the Department of Neighborhood Empowerment.

### **A. TREASURER REQUIREMENTS FOR BOOKKEEPING AND ACCOUNTING SYSTEM:**

The Treasurer shall establish and oversee a system of bookkeeping and accounting for the RVNC that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the other members of the Board of Directors to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing it. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protections of all RVNC assets.

### **B. INSPECTION OF COUNCILS FINANCIAL STATEMENTS:**

The RVNC is subject to and will comply with the Public Records Act, but the RVNC does not determine the time frames and requirements established under State Law. If the RVNC receives a request for any record it must immediately contact the Department and the City

Attorney. The RVNC's financial statements, books, and accounts shall be open by appointment for inspection by any member of the public and posted on the RVNC website, if available.

**C. TREASURER'S REPORT AT BOARD MEETINGS:**

At each Regular meeting, the Treasurer shall provide to the Board detailed reports of the RVNC's accounts for their approval.

**D. FINANCIAL STATEMENTS FOR THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT:**

The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement for the Department each fiscal year on the date prescribed by the Department. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or a system by which the RVNC's finances and book of accounts can be reviewed by the Department pursuant to the Plan.

**E. DISSOLUTION**

The RVNC may be dissolved by at least a three-fourths (3/4) vote of the eleven (11) Board members at any regular Board meeting, provided that notice is given as per Article VIII, Section 3 of these bylaws. Dissolution shall be in accordance with the decertification procedures established by the Department.

In the event of dissolution, all assets shall be disposed of in a manner prescribed by law, but none shall inure to any Board member or Stakeholder, except for the legitimate payment of monies owed for purposes previously approved by the Board. All City assets shall be returned to the City.

**ARTICLE X            ELECTIONS**

**Section 1: Administration of Election**

The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

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

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

All voters will be able to cast a ballot. All voters can vote once in each category. The candidate(s) receiving the highest number of votes in each category will be elected, up to the allowable number of seats. No absentee, or proxy voting will be permitted.

**Section 3: Minimum Voting Age**

The minimum voting age is eighteen (18) years of age, however, Stakeholders between sixteen

(16) and eighteen (18) years of age may only vote for candidates for the Student/Youth Board seat.

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

Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation supporting that declaration.

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

A candidate shall declare their candidacy for no more than one (1) position on the RVNC Board during a single election cycle.

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

Election Procedures will be developed with the assistance of an Independent Election Administrator (IEA). The Board will approve the election procedures and provide them to the Department for final approval to ensure consistency with Citywide Election Procedures. The election procedures shall contain the detail of the election process. The election process shall be overseen by an IEA, and any challenges to the election results or process shall be resolved per the Citywide Election Procedures.

### **ARTICLE XI            GRIEVANCE PROCESS**

The RVNC grievance process shall only resolve disputes involving compliance with these bylaws. No grievances shall be allowed against individuals. Grievances may only challenge the actions of the RVNC Board and shall not address a Stakeholders mere disagreement with a position taken by the Board or a committee. Board members are not permitted to file a grievance against another Board member or against the entire Board.

- A. Any grievance by a Stakeholder must be submitted in writing to the Board Secretary who shall cause the matter to be placed on the agenda for the next regular Board meeting.
- B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) non-Board Officer Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.
- C. Within two (2) weeks of the panel's selection, the panel shall coordinate a time and place to meet with the person(s) submitting a grievance and a Board representative to discuss ways in which the dispute may be resolved.
- D. Within one (1) week following such meeting, a member of the panel shall prepare a written report to be forwarded to the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board should receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Board meeting.

## **ARTICLE XII      PARLIAMENTARY AUTHORITY**

- A. All meetings of the Board shall be conducted in accordance with the current edition of Robert's Rules of Order, except when superseded by applicable law, these bylaws, or any adopted Standing Rules of order. An unbiased Parliamentarian may be appointed by the President to assist in the resolution of parliamentary issues.
- B. Standing Rules may be adopted by the Board to supplement these Bylaws. Such rules shall be in addition to these Bylaws and shall not be construed to change or replace any Bylaw. In the case of conflict between these Bylaws and a Standing Rule, these Bylaws shall prevail. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board.
- C. Committees may choose their parliamentary authority from Robert's Rules of Order, Rosenberg's Rules, Consensus or other.

## **ARTICLE XIII      AMENDMENTS**

The Board may approve an amendment to the Bylaws by a vote of three-quarters (3/4) of the present Board members once quorum is established at any regular Board meeting. Proposed amendments must be submitted in writing to the Secretary at least ten (10) days prior to the Board meeting in order to be considered. If approved, the proposed amendment shall be submitted to the Department in accordance with the Plan and shall not become effective until approval by the Department.

## **Article XIV    COMPLIANCE**

The RVNC Board, 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 Plan, the City Code of Conduct, 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 Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

- A conflict of interest occurs any time an agenda item is before the Board that involves:
- A. A business in which a Board member or a member of her/his family has an investment;
  - B. An entity of which a Board member is an officer or director or holds some position of management;
  - C. Real property in which a Board member or a member of her/his family has an interest;
  - D. A source of income to a Board member or a member of her/his immediate family;
  - E. A source of gifts to a Board member;
  - F. Any person or entity with which the Board member has a relationship other than in the Board member's capacity as a City official (e.g. a friend, person with whom a Board member has a business relationship or an organization in which a Board member hold some position of importance.)

All Board members will announce when such a conflict of interest arises at the beginning of the discussion of any such matter and shall recuse them self on any matter in which they have such a conflict. A recused Board member shall leave the meeting room until the agenda item is resolved.

## **Section 1: Code of Civility**

The RVNC, its representatives, and all Community Stakeholders shall conduct all RVNC business in a civil, professional and respectful manner.

## **Section 2: Training**

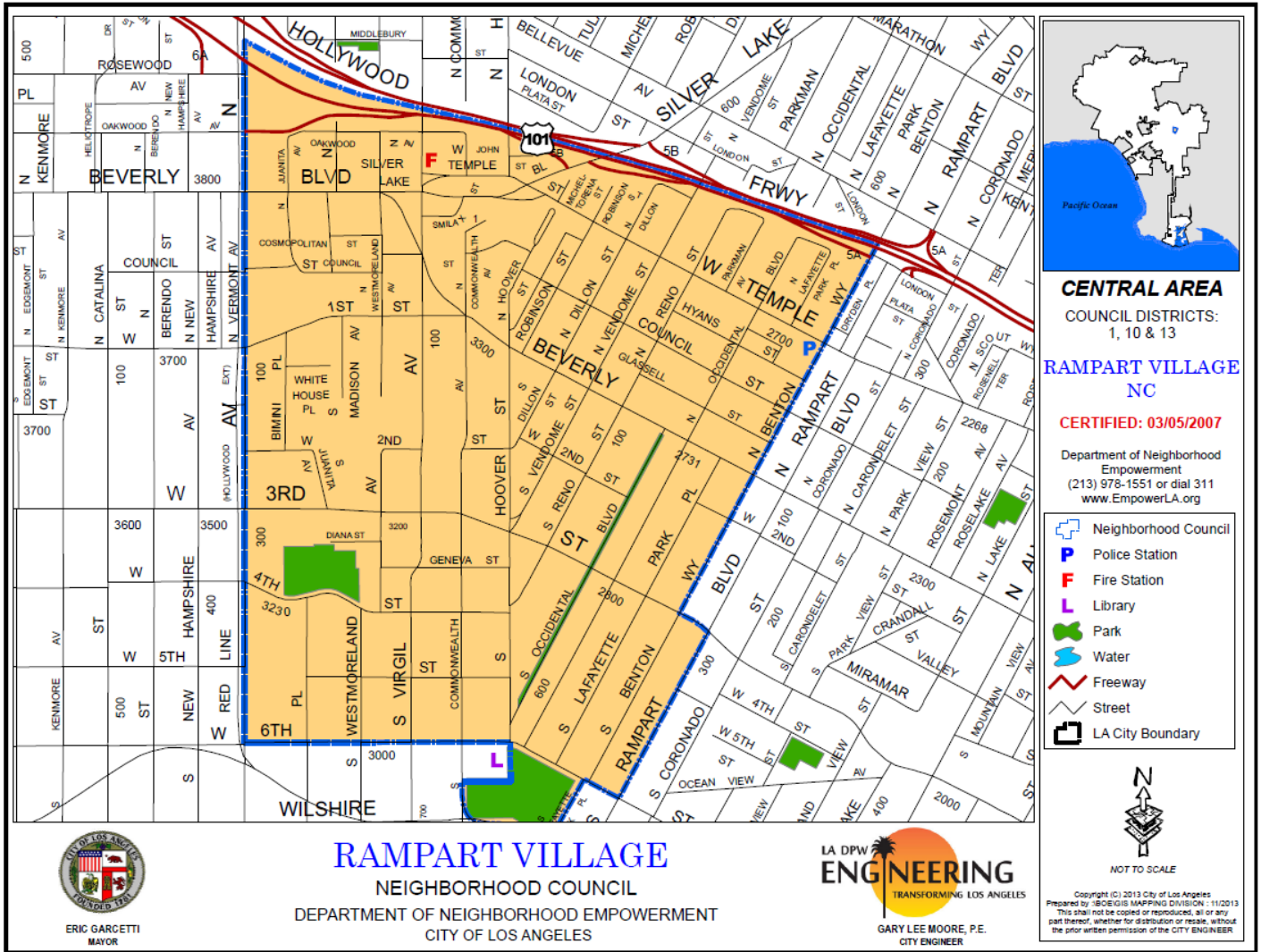
All Board members shall take the mandated City Ethics training within eighty (80) days of being elected or selected or they will not be eligible to vote on any RVNC items of business until they comply and submit a certificate of compliance to the Vice President. In addition, all Board members are encouraged to take training in the fundamentals of Neighborhood Councils, including, but not limited to, funding, workplace violence, and sexual harassment trainings provided by the City

## **Section 3: Self Assessment**

Every year, the RVNC Board shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.



# ATTACHMENT A – Map of Rampart Village Neighborhood Council



## ATTACHMENT B – Governing Board Structure and Voting

### Rampart Village Neighborhood Council – 11 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident Tenants Representatives Term: 2 Years	2	Elected	Stakeholders who live in rental units and who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and are 18 years or older.
Business Representatives Term: 2 Years	2	Elected	Stakeholders who own or who work at a legally recognized business within the NC boundaries who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood are 18 years or older.
Homeowner Representative Term: 2 Years	1	Elected	Stakeholder that owns a home within the NC boundaries and is 18 years or older.	Stakeholders who live, work or own property in the neighborhood and are 18 years or older.
Student Representative Term: 2 Years	1	Elected	Stakeholder between 16-20 years of age at the time of the election who is enrolled in school.	Stakeholders who live, work or own property in the neighborhood and are 16 years or older.
Community Based Organization Representative Term: 2 Years	1	Elected	Stakeholder who is a member of a community based organization and who is 18 years or older.	Stakeholders who live, work or own property in the neighborhood and are 18 years or older.
At-Large Representatives Term: 2 Years	3	Elected	Stakeholders who live, work or own property in the neighborhood and are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and are 18 years or older.
Community Interest Representative Term: 2 Years	1	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 18 years or older.