

ARROYO SECO NEIGHBORHOOD COUNCIL BYLAWS

(As certified: October 2, 2002; with bylaws/boundaries revisions ordered November 19, 2002)

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ARTICLE I NAME

The name of this organization shall be called the “Arroyo Seco Neighborhood Council” (ASNC).

ARTICLE II PURPOSE

The purpose of the Arroyo Seco Neighborhood Council shall be to:

- A. Provide a forum for discussion and review of ASNC issues and projects.
- B. Engage ASNC community stakeholders in deliberation and collaboration on matters affecting the community.
- C. Promote ASNC community stakeholder participation in City of Los Angeles governance and decision making processes, and to promote a greater awareness and utilization of city services available to ASNC community stakeholders.
- D. Work with other Los Angeles neighborhood councils, communities and organizations on issues of common interest.
- E. Advocate ASNC issues to government and private agencies, where there is widespread community agreement.
- F. Inform and educate ASNC community stakeholders and residents of forthcoming projects, events, and resources available to them.

ARTICLE III BOUNDARIES

SECTION 1: BOUNDARY DESCRIPTION

The boundaries of the Arroyo Seco Neighborhood Council shall be as follows:

- North: El Paso Drive, (SE) to N. Ave. 50, (W) San Rafael Ave. to Terrace 49 to Aldama St., (SE) to ends of Sonata Lane and Furness Ave. to Monte Vista St., (NE) to Ave. 49, (SE) to “Gold Line” Metro Rail Tracks, (NE) along Hackett Pl. to N. Ave. 50 to Figueroa St., (SE) to E. Ave. 43, (SE) to CalTrans southbound off ramp of Arroyo Seco Parkway (110 Fwy); (NE) to S. Ave. 49, Arroyo Seco Parkway (NE) to York Blvd., (E) to Los Angeles City Border with South Pasadena.
- South: From Division Street at Sunny Heights Drive, southwest on Division to Wollam Street, southeast on Wollam to Isabel Drive, northeast on Isabel to Alder Drive, southeast on Alder to Annette Street, northeast on Annette and continue along an imaginary line after Annette ends to follow the contour of Elyria Canyon Park around to Burnell Drive, northwest on Burnell to Killarney Avenue, southeast on Killarney to Roseview Avenue, south on Roseview to Tacoma Avenue, southwest on Tacoma to Isabel Street, southeast along Isabel to Loosmore Street; northeast on Loosmore to the north ends of Loosmore Street, Altamont Street, and Maceo Street; southwest on Maceo to Isabel Street; continue southeast on Isabel Street to a point due

west of the end of American Place, then due east to Glenalbyn Drive, north on Glenalbyn to Del Norte Street, southeast on Del Norte to Isabel Street, north on Isabel to W. Avenue 37, southeast on W. Ave. 37 to Marmion Way, south on Marmion to the 110 Pasadena Freeway, (E) to Ave. 35, (E) on Ave. 35 to Von Keithian Avenue, imaginary line to summit of Flat Top Hill/center of radio tower, to corner of Sierra Street and Mercury Ave.

- East: Los Angeles City Border with South Pasadena, (S) to Oak Hill Place to Via Mia, (W) to Via Marisol, to Monterey Road, (S) along eastern border of Ernest E. Debs Regional Park to Florizel St., (W) to Boundary Ave. to Mercury Ave.
- West: Division St. at Sunny Heights Drive, (NE) along Division Street to El Paso Drive.
- Based upon the certification of Arroyo Seco Neighborhood Council (File No. 02-040), dated November 19, 2002,¹ the Arroyo Seco Neighborhood Council shall have shared boundaries with surrounding certified Neighborhood Councils, as follows:
 - Greater Cypress Park Neighborhood Council
 - Elyria Canyon Park
 - LA-32 Neighborhood Council
 - Ernest E. Debs Regional Park
 - Lincoln Heights Neighborhood Council
 - Heritage Square
 - Historic Highland Park Neighborhood Council:
 - Cultural sites on Figueroa Street from Ave 42 to Ave 49
 - ❖ Casa Adobe (near Ave 49)
 - ❖ Zeigler House (near Ave 46)
 - ❖ Sycamore Grove Park (S. Ave 49)
 - ❖ Ramona Hall (N. Ave 45)
 - Lummis Home (a historical resource and park bounded by Ave 43, Midland St, and 110 Fwy, Ave 42)

SECTION 2: INTERNAL BOUNDARIES

The boundaries of the five communities of the ASNC shall be as follows (the boundary description for each community begins at the community's northernmost point and proceeds in a clockwise direction):

HERMON

- Start at a point intersecting York Blvd and the Caltrans fence bordering the southbound lanes of the Arroyo Seco Parkway (SR 110), follow York Blvd., east-southeast to the Los Angeles City border with South Pasadena.
- Turn south along this borderline to Oak Hill Pl.

¹ Originally certified on October 2, 2002; revised following reconsideration and re-hearing by the Board of Neighborhood Commissioners, November 19, 2002.

- Turn south southwest on Oak Hill Pl. which becomes Hellman Ave (which runs parallel to and one block west of Collis Ave., following the eastern edge of the 90042 zip code), to Via Marisol .
- Turn north then northwest on Via Marisol to Lomitas Dr.
- Turn south on Lomitas Dr. and continue in a southerly direction following an imaginary line bisecting open space between two approximately parallel streets: Via Colina and Ebey Ave.
- Turn west bisecting open space between two approximately parallel streets: Via Arbolada and Pullman St.
- Turn south bisecting open space between two approximately parallel streets: Via Arbolada and Monterey Rd. to an (imaginary) intersection with an administrative boundary dividing the 90032 and 90042 zip codes.
- Turn west-northwest to the summit of Ernest E. Debs Regional Park.
- Turn north at the summit of Debs Park (elev. 858'), (36° 06' 01"N, 118° 11' 30"W) at the junction of the 90031, 90032 and 90042 zip codes. Continue to the Arroyo Seco Parkway.
- Turn east at the S. Ave. 57 onramp to the southbound lanes of the Arroyo Seco Parkway (SR 110), follow the Caltrans fence northeast to York Blvd. and the starting point.

MONTEREY HILLS

- Start at Lomitas Dr and Via Marisol
- Turn southeast on Via Marisol to (imaginary) intersection with administrative boundary of 90032 and 90042 zip codes (which runs parallel to and one block west of Collis Ave.). At Yokum St. continue on this trajectory to Via Mia.
- Turn northwest on Via Mia to Via Marisol.
- Turn west on Via Marisol to Monterey Rd.
- Turn south following east boundary of Ernest E. Debs Regional Park. Continue to Florizel St.
- Turn west on Florizel St. to Boundary Ave.
- Turn South on Boundary Ave. to Mercury Ave.
- Turn west-southwest on Mercury Ave. to (imaginary) intersection with administrative boundary of 90031 and 90032 zip codes. Continue north along this line to the summit of Debs Park (elev. 858'), (36° 06' 01"N, 118° 11' 30"W), at the junction of the 90031, 90032 and 90042 zip codes, follow the administrative boundary dividing the 90032 and 90042 zip codes east-southeast to a point midway between Monterey Rd. and Via Arbolada.
- Turn north at a junction with an imaginary line bisecting the open space between Monterey Rd. and Via Arbolada.
- Turn east as this line bisects the space between Via Arbolada and Pullman St.
- Turn north-northeast as this same line bisects the space between Via Colina and Ebey St. Continue on Lomitas Dr. to Via Marisol and to the starting point.

MONTECITO HEIGHTS

- Start at the S. Ave. 57 onramp to the southbound lanes of the Arroyo Seco Parkway (SR 110).
- Turn south along an imaginary line to the summit of Ernest E. Debs Regional Park (elev. 858'), (36° 06' 01"N, 118° 11' 30"W), at the junction of the 90031, 90032 and 90042 zip codes, follow the administrative boundary dividing the 90031 and 90032 zip codes. Continue to Mercury Ave.
- Turn west on Mercury. Continue on Mercury to Sierra Ave.
- Turn west-northwest at Sierra Ave and follow an imaginary line to the summit of Flat Top Hill (elev. 785'), (34° 05' 06"N, 118° 12' 09"W) at the end of Radio Rd.
- Turn west at the summit to Fenn St (dirt). Follow Fenn St. to Von Klethian Ave (dirt).
- Turn east at Lupin Terr. Continue on Lupin Terr. to E. Ave 33.
- Turn southwest on E. Ave 33. Continue southwest on E. Ave 33 to Idylwild Ave.
- Turn northwest (on a line formed by an imaginary continuation of Idylwild Ave.) to Griffin Ave.
- Turn northeast at E. Ave. 35 along the back property lines formed by homes fronting on W. Ave 35). Continue to Pasadena Ave.
- Turn north on Pasadena Ave. Continue to the median line of the Arroyo Seco Parkway (SR 110).
- Turn east on SR 110 and continue in a northeasterly direction following the freeway median line to S. Ave. 49. At S. Ave. 49 follow the Caltrans fence northeast to the S. Ave. 57 onramp and the starting point.

MOUNT WASHINGTON

- Start at Division St. and El Paso Dr.
- Turn southeast on El Paso Dr. Continue to N. Ave 50.
- Turn west on San Rafael Ave. Continue to Terrace 49 and follow it to Aldama St. Continue west on to its end (34° 06' 36"N, 118° 12' 35"W).
- Turn southeast and continue along an imaginary line connecting the ends of Sonata Ln. and Furness Ave. (parallel to Ave 50 and essentially along the boundary dividing the 90065 and 90042 Zip Codes) to Marmion Way.
- Turn south on Marmion Way. Continue on Marmion Way to Figueroa St.
- Turn southwest on Figueroa St. Continue on Figueroa St to W. Ave. 37.
- Turn northwest on W. Ave. 37.
- Turn south on Isabel, then turn northwest on Del Norte St.
- Turn west-southwest on Glenalbyn Dr.
- Turn west along an imaginary line tangential to American Place to Isabel St.

- Continue north west along Isabel to Maceo.
- Turn northeast on Maceo, continuing to the upper end of Altamont St. and Loosmore St.
- South on Loosmore St. to Isabel, then northwest on Isabel to Tacoma
- North on Tacoma to Roseview then northwest on Killarney to Burnell
- Turn east on Burnell, following an imaginary line to the southern contour of Elyria Canyon Park.
- Turn north at Elyria Canyon Park until the northern boundary.
- Turn northwest on an imaginary line connecting Elyria Canyon Park to the northern end of Annette
- Turn southwest on Annette. Turn northwest on Alder.
- Turn southwest on Isabel, then northwest on Wollam to Division St.
- Turn north-northeast on Division St.
- Continue on Division St to El Paso Dr and the starting point.

SYCAMORE GROVE

- Start at Monte Vista St. and N. Ave. 49
- Turn southeast at W. Ave. 49 and continue to the “Gold Line” Metro Rail tracks. Continue northeast on these RR tracks along Hacket Pl. to N. Ave. 50.
- Turn southeast on N. Ave. 50. Continue on N. Ave. 50 to Figueroa St.
- Turn southwest on Figueroa St. Continue on Figueroa St. to Ave. 43.
- Turn east on Ave. 43. Continue on S. Ave. 43 to the median line of the Arroyo Seco Pkwy (SR 110).
- Turn southwest on SR 110. Continue on SR 110 to Pasadena Ave.
- Turn south on Pasadena Ave. Continue to midstream of the Arroyo Seco Channel.
- Turn northeast on the Gold Line tracks (near the French Ave, Station). Continue on the Gold Line to W. Ave. 37.
- Turn northwest on W. Ave. 37. Continue on W. Ave. 37 to Figueroa St.
- Turn northeast on Figueroa St. Continue on Figueroa St. to Marmion Way.
- Turn north on Marmion Way. Continue on Marmion Way to its intersection with the boundary line dividing the 90042 and 90065 zip codes.
- Turn northwest on this zipcode line. Continue on this line to Monte Vista St.
- Turn northeast on Monte Vista St. Continue on Monte Vista St. to N. Ave. 49 and the starting point.

ARTICLE IV STAKEHOLDER

(FORMERLY UNDER “MEMBERSHIP” AND MEMBERSHIP OVERSIGHT”)

A. Definition.

The ASNC community stakeholders are defined as individuals who live, work, own property, or are parents or guardians of students attending school within the ASNC boundaries, or who declare a stake in any one of the five ASNC communities and affirm the factual basis for that claim, or else are the sole designated representatives of businesses or organizations that operate or own property within the ASNC boundaries.

B. Registration and Affirmation.

Neighborhood Council membership is open to all community stakeholders. Community stakeholders, 18 years of age or older, may register as members of the ASNC. Only members shall have the right to vote, hold office, or serve on committees. Any person who affirms in writing, under penalty of perjury, that he or she is at least 18 years of age and either lives, works, owns property, or is a parent or guardian of a student attending school within the boundaries of the ASNC, or who declares a stake in any one of the five ASNC communities and affirms the factual basis for that claim, or else is the sole designated representative of a business or organization that operates or owns property within the boundaries of the ASNC shall be duly registered as an ASNC stakeholder.

The Rules and Elections Committee shall propose additional rules for ASNC stakeholder membership registration as may be required.

The ASNC shall not discriminate in any of its policies, recommendations or actions, 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.

C. Membership Oversight.

- 1) **Initiative** is the power of the Membership to propose an action to be considered by the ASNC.
 - a. Members may submit issues to be voted on at a regular meeting by initiative. An initiative must be submitted by petition to the Board, and must include a statement, not exceeding 500 words, of its purpose and substance, and the signatures of at least five percent, but no fewer than 50, of the members. If the Rules and Elections Committee determines the petition does not have the required number of valid signatures, the petition shall be returned in accordance with the standing rules.
 - b. Upon receipt of the petition, and verification of signatures by the Rules and Elections Committee, the Board shall schedule the matter to be heard within sixty (60) days. The text of the initiative shall be published in all ASNC Department of Neighborhood Empowerment approved public posting locations, the ASNC

website, and by any additional means specified by the Communications and Outreach Committee.

- c. Passage of the initiative requires a majority vote of the members present and ratification by at least one-third of the entire Board of Representatives.
- 2) **Referendum** is the power of the Membership to approve or reject any Board action in whole or in part.
- a. Members may propose a referendum measure requiring the Board action, or a part of it, to be submitted to the membership. A referendum measure must be submitted by petition to the Board, and must include a statement, not exceeding 500 words, of its purpose and substance, and the signatures of at least ten percent, but no fewer than 100, of the members. If the Rules and Elections Committee determines the petition does not have the required number of valid signatures, the petition shall be returned in accordance with the standing rules.
 - b. Upon receipt of the petition, and verification of signatures by the Rules and Elections Committee, the Board shall schedule the matter to be heard within sixty (60) days. The text of the referendum shall be published in all ASNC Department of Neighborhood Empowerment approved public posting locations, the ASNC website, and by any additional means specified by the Communications and Outreach Committee.
 - c. Passage of the referendum measure requires a majority vote of the members present and ratification by at least one-third of the entire Board of Representatives.
- 3) **Recall** is the power of the Membership to remove a Board member.
- a. Recall of a Board member is initiated by presenting to the Board a petition alleging the reason for recall. A petition to recall a Board member must be signed by no less than fifteen percent (15%) of the membership of the electoral district represented by that Board member. If the Rules and Elections Committee determines the petition does not have the required number of valid signatures, the petition shall be returned in accordance with the standing rules.
 - b. Upon receipt of the petition, and verification of signatures by the Rules and Elections Committee, the Board shall schedule the matter to be heard within sixty (60) days. The text of the recall shall be published in all ASNC Department of Neighborhood Empowerment approved public posting locations, the ASNC website, and by any additional means specified by the Communications and Outreach Committee.
 - c. Recall elections shall be conducted by written ballot mailed to the members within the Board member's electoral district. Passage of the recall requires a majority vote of the members voting.

ARTICLE V GOVERNING BOARD

SECTION 1: COMPOSITION

The Board shall be comprised of 19 Representatives, elected from and by the ASNC members, as follows:

12 Geographical Representatives

7 At Large Representatives

A. Geographical Representatives.

Geographical Representatives must be registered in the community they represent. They shall be elected by those members registered within each of the following communities within the ASNC as defined in Article III, Section 2: Mt. Washington, Sycamore Grove/Figueroa Corridor South, Montecito Heights, Hermon, and Monterey Hills. Each community shall have two Geographical Representatives, except for Mount Washington which shall have four.

B. At Large Representatives.

At Large Representatives shall be elected by the ASNC Members. There shall be one At Large Representative for each of the following seven Community Interests within the ASNC:

- 1) Retail, Wholesale, and Services
- 2) Faith Based Organizations
- 3) Education and Youth
- 4) Recreation, Culture, and the Arts
- 5) Environment
- 6) Community Non Profits
- 7) Health Care and Seniors

SECTION 2: QUORUM

(FORMERLY UNDER "MEETINGS")

A. A minimum of 10 ASNC board members shall be required at ASNC meetings in order to transact board business. A majority vote of the board members present shall be sufficient to transact business unless otherwise stated in these Bylaws.

B. A minimum of 5% of members, but no fewer than 50 members, shall be required at ASNC meetings in order to transact membership business. A majority vote of the members present shall be sufficient to transact membership business unless otherwise stated in these Bylaws.

SECTION 3: OFFICIAL ACTIONS

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SECTION 4: TERMS AND TERM LIMITS

- A. Geographic Representatives shall serve a term of two years or until their successors take office. Terms of office begin on January 1st and end on December 31st of the following calendar year. No Geographic Representative shall serve more than two consecutive terms, excluding the initial term of one year for those having served on the initial Board.
- B. At Large Representatives shall serve a term of two years or until their successors take office. Terms of office begin on January 1st and end on December 31st of the following calendar year. No At Large Representative shall serve more than two consecutive two-year terms.

SECTION 5: DUTIES AND POWERS

- A. The governing body of the Arroyo Seco Neighborhood Council shall be the Arroyo Seco Neighborhood Council Board of Representatives (The Board). Subject to the powers reserved to the Members in Article IV: “Membership Oversight,” and Article XI: “Grievance Process,” the Board has the power to establish policies, procedures, and positions of the ASNC, and to review and recommend actions to governmental and other entities on issues affecting the ASNC community.

- B. Conflicts of Interest.

- 1) *Applicability:* This subsection applies to all members of the ASNC Board of Representatives, Officers, and Committee Chairs and candidates for those positions with regard to their advisory and non-advisory decision-making functions.
- 2) *Disqualification from Positions:* An elective City officer as defined in the Governmental Ethics Ordinance of the City of Los Angeles may not be a member of the Board of Representatives, an Officer or a Committee Chair of the ASNC.
- 3) *Duty to Disclose Conflicts of Interest:* Any member holding a Board of Representatives, Officer, or Committee Chair position in the ASNC shall immediately inform the Board of Representatives if a “disqualifying interest” should arise during his or her term of office.

Any Board member may request a ruling from the Board regarding a potential “disqualifying interest”.

- 4) *Abstention Requirement for Board Representatives, Officers, and Chairs:* A member holding a Board of Representatives, Officer, or Committee Chair position in the ASNC shall abstain from participation in any vote, and abstain from in any way attempting to influence the ASNC’s recommendation or decision, on any matter in which he or she has a “disqualifying interest.” The member with the “disqualifying interest” must provide a written declaration to the Secretary identifying the subject of the conflict and stating that he or she will abstain from participating.
- 5) *Definition of a Disqualifying Interest:* Any person who is a member of the Board of Representatives, Officer, or Committee Chair of the ASNC has a “disqualifying interest” if, he or she, or his or her spouse or domestic partner:

- a. is a high level official as defined in the Governmental Ethics Ordinance of the City of Los Angeles whose official duties include making a decision on, or advising an elective City officer who would be responsible for making a decision on a matter under consideration by the ASNC, or likely to come before the ASNC within 12 months; or
- b. is a person, such as an employee or “independent contractor,” in a decision making capacity for a high level official as defined in the Governmental Ethics Ordinance of the City of Los Angeles; or
- c. is an owner or other person, such as an employee or “independent contractor,” in a decision making capacity, of a lobbyist registered with the City Ethics Commission of the City of Los Angeles that has any lobbyist employer with a matter before the ASNC or likely to come before the ASNC within 12 months; or
- d. has pending or is preparing to file with the City of Los Angeles within the next 12 months, an application for a “project” within the ASNC boundaries; or
- e. is a director, owner, or other person, such as an employee or “independent contractor,” in a decision making capacity, of any for profit or nonprofit organization of any kind that has pending or is preparing to file with the City of Los Angeles within the next 12 months, an application for a “project” within the ASNC boundaries; or
- f. has economic interests on which a decision on the particular matter can reasonably be expected to have a material affect.

6). *Other Definitions:*

- a. “Independent Contractor” means any individual, legal entity, or agent who has provided goods or services to an organization within any of the last 5 years, is currently providing such goods and services, or has any reasonable expectation to provide goods and services to the organization anytime within the next year.
- b. “Project” means an application filed with the City of Los Angeles for any of the following within the neighborhood boundaries of the ASNC: (1) for the subdivision or aggregation of land or lots for the development of single family homes, multi-family housing, or other real estate project within the ASNC boundaries; or (2) that would change the zoning of any lot within the ASNC boundaries; or (3) for a development agreement, conditional use permit, variance, or any other discretionary permit, or combination of such permits.

7) *Disclosure Statement of Interests:* During the election cycle for the ASNC, all Board members and candidates for the ASNC Board of Representatives, Officers, and Committee Chairs shall file with the Secretary a statement of interests, including all for profit or nonprofit businesses and organizations in which he or she is a director, owner, or other person, such as an employee or “independent contractor,” in a decision making capacity. Each person under consideration for appointment to fill a Board or Officer vacancy or to be a Committee Chair must complete the same statement at the time of consideration. The Rules and Elections Committee shall prepare a disclosure statement

form in accordance with this subsection. Any member has a right to pay for copies of any disclosure statement within 10 business days of a written request to the Secretary.

- 8) *Abstention Requirement for Members of Organizations with Projects*: An employee or member who has no decision making authority in any for profit or nonprofit organization that has pending with the City of Los Angeles, an application for a project within the boundaries of the ASNC, may participate in a decision concerning the project but must disclose the existence of the organizational relationship to the Board Secretary.
- 9) *Removal of Officer, Board Member, or Chair*: Failure to disclose, or to recuse oneself in the event of, a “disqualifying interest” shall be grounds for removal by a majority vote of all current members of the Board.

SECTION 6: VACANCIES

Board vacancies shall be filled by special election by the membership as set forth in the Standing Rules.

SECTION 7: ABSENCES

(FORMERLY UNDER “RESIGNATION AND REMOVAL”)

Board members are expected to attend all ASNC meetings. If the Board finds a Member has four unexcused absences from ASNC meetings in a calendar year, the Board shall declare that seat vacant. An excused absence is defined as one for which the Board Member has notified a Board Officer that he or she will be absent prior to the meeting.

SECTION 8: CENSURE

*Intentionally left blank*²

SECTION 9: REMOVAL

*Intentionally left blank; but see also: Recall” in Article IV, and
“Conflicts of Interest” in Article V, Section 5.*

SECTION 10: RESIGNATION

Any Representative may resign by submitting a written resignation to the Secretary.

SECTION 11: COMMUNITY OUTREACH

*Intentionally left blank; but see also, “Communications and Outreach Committee”
in Article VII, Section 1.*

² For this and any following articles or sections identified by “intentionally left blank” the original Formation Committee of the Arroyo Seco Neighborhood Council, its Bylaws Sub-committee, subsequent Boards of Representatives, and stakeholders of the neighborhood council have not deemed to include such provisions in bylaws certified for this neighborhood council in 2002/3 and approved with revisions in 2007 and 2008.

ARTICLE VI OFFICERS

SECTION 1: OFFICERS OF THE BOARD

There shall be five Officers of the ASNC. They shall be the President, Vice President, Secretary, Treasurer, and Registrar. Their duties and responsibilities shall include, but not be limited to, the following:

SECTION 2: DUTIES AND POWERS

- A. The President shall be the ASNC Executive Officer and President of the Board of Representatives. The President shall be responsible for the general oversight of the ASNC. The President shall set the agenda for, and preside over all ASNC meetings.
- B. The Vice President shall assume the duties of the President when the President is unable to perform duties of office. The Vice President shall assist the president in determining the issues that may be put on the agenda.
- C. The Secretary shall record the minutes of ASNC meetings and maintain the historical records. The Secretary shall make ASNC records available to the public as required by law.
- D. The Treasurer shall maintain the financial records of the ASNC and oversee all finances. The Treasurer shall submit account statements to DONE in accordance with DONE requirements. The Treasurer shall report on the financial status of the ASNC at each regular meeting, and make ASNC financial records available to the public as required by law. The Treasurer shall adhere to the ASNC Fiscal Procedures.
- E. The Registrar shall maintain the membership records of the ASNC and oversee all communications with ASNC members.

SECTION 3: SELECTION OF OFFICERS (FORMERLY "ELECTION OF OFFICERS")

- A. At the first meeting in January, as the first order of business, the Board shall elect by voice vote the President, Vice President, Secretary, Treasurer, and Registrar.
- B. Officer positions which become vacant shall be filled by majority vote of the Board.

SECTION 4: OFFICER TERMS

- A. Officers shall serve a term of one year or until their successors take office. Officers may not serve more than two consecutive terms in the same office. Term of office begins on January 1st and ends on December 31st.
- B. Any Officer may resign by submitting a written resignation to the Secretary.

C. The Board may remove any Board Member from an Officer position for any of the following reasons:

- 1) The Officer is unable to carry out his or her duties and responsibilities pursuant to Article VI, due to time limitations, illness, or other personal obligations.
- 2) The Officer fails to carry out his or her duties and responsibilities pursuant to Article VI.
- 3) The Officer prevents the ASNC from carrying out its duties and responsibilities.
- 4) The Officer is elected to a City Officer position as defined in the Governmental Ethics Ordinance of the City of Los Angeles and is thus ineligible for his or her ASNC position pursuant to Article V, Section 5.
- 5) The Officer no longer has stakeholder status.
- 6) The Officer fails to disclose, or fails to recuse himself or herself in the event of a “disqualifying interest” as defined in Article V, Section 5.

A three fourths (3/4) vote of the Board present at an ASNC meeting is required for removal. Such action shall be effective immediately upon the Board vote to remove.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All committees shall be composed of both board and non-board members. The following Standing Committees shall be established.

SECTION 1: STANDING

A. Rules and Elections Committee.

The Rules and Elections Committee shall be chaired by the Vice President. The Rules and Elections committee shall propose standing rules as necessary.

The Rules and Elections Committee shall organize and administer ASNC elections. The committee shall propose all election rules and procedures. The committee shall prepare all elections materials and shall provide them to the Communications and Outreach Committee for distribution.

B. Budget and Finance Committee.

The Budget and Finance Committee shall be chaired by the Treasurer. This committee including the system of financial accountability as required by DONE. The committee shall be responsible for the oversight and administration of all ASNC financial matters, shall present a proposed budget for board approval on an annual basis. The Treasurer shall authorize ordinary expenditures within the adopted budget. Extraordinary obligations amending the budget shall be approved by the Board.

C. Communications and Outreach Committee

The Communications and Outreach Committee shall be chaired by the Registrar. The Communications and Outreach Committee shall communicate with all ASNC Stakeholders and members in accordance with the Brown Act. Outreach will include regular distribution of flyers and agenda notifications in public places and local newspapers, announcements by email to addresses provided at registration, and, subject to budget limitation, timely mailings to members, publication of a newsletter and maintenance of a website. The Communications and Outreach Committee shall maintain the membership roster to enable the ASNC to carry out all organizational functions specified in these Bylaws. The Communications and Outreach Committee shall report periodically to the Board as to the demographic composition of the membership.

D. Candidate Recruitment Committee

The purpose of the Candidate Recruitment Committee shall be to recruit and encourage more candidates than there are openings for each geographic and at large Board position. The Candidate Recruitment Committee shall consist of seven members as follows: every ASNC community shall be represented by at least one member and no community shall have more than two members. Subject to ratification by the members, the President shall appoint the Candidate Recruitment Committee at the July meeting. The committee shall elect its chair from among its members. The committee shall report at the August and September meetings.

E. Local Issues Committees

There shall be one Local Issues Committee for each of the communities in the ASNC. The Local Issues Committee for each community shall include all Geographical Representatives who are registered as members within that community, as well as any ASNC member within that same community. Each local issues committee shall elect its chair from among its members. Local Issues Committees shall report to the Board on matters of local importance at each regular meeting of the ASNC.

SECTION 2: AD HOC

Ad Hoc Committees may be established by the Board. Subject to Board approval, the President shall appoint chairs of ad hoc committees, except for ad hoc committees dealing with grievances.

SECTION 3: COMMITTEE CREATION AND AUTHORIZATION

Intentionally left blank; but see also, "Ad Hoc" in Article VII, Section 2.

**ARTICLE VIII
MEETINGS**

All meetings shall be open to the public in accordance with the Ralph M. Brown Act.

SECTION 1: MEETING TIME AND PLACE

- A. Regular meetings of the ASNC shall take place on the fourth Monday of each month unless otherwise directed by the Board.
- B. Special meetings of the ASNC may be called by the President or a majority of the Board. The purpose of the meeting shall be stated in the notice, and no other business may be transacted at the special meeting.
- C. The regular meeting of the ASNC on the fourth Monday of November shall be known as the election day and shall be for the purpose of electing board members.

SECTION 2: AGENDA SETTING

The President shall set the agenda for, and preside over all ASNC meetings. Items of business requiring a vote of ASNC members shall proceed first, followed by items of business requiring a vote of the Board, unless otherwise directed by the Board.

SECTION 3: NOTIFICATIONS/POSTINGS

Announcements of meetings and other events of the Neighborhood Council shall be posted on the ASNC’s official website and in the physical locations listed in the council’s Standing Rules.

SECTION 4: RECONSIDERATION

The Board may reconsider and amend its actions on items listed on the agenda in accordance with Robert’s Rules of Order.

**ARTICLE IX
FINANCES**

Intentionally left blank; but see also “Budget and Finance” in Article VII, Section 1.

**ARTICLE X
ELECTIONS**

SECTION 1: ADMINISTRATION OF ELECTION

The Rules and Elections Committee, subject to the concurrence of DONE, shall select an independent third party, such as the League of Women Voters, to oversee all elections.

The Standing Rules for ASNC elections shall at a minimum provide:

- A. A procedure to authenticate ballots returned by voting members.
- B. A procedure to assure that write in candidates will be allowed at any time up until, but not including, the day of the election.

- C. A process for candidates, including write in candidates, to participate in a candidate forum prior to the deadline for submission of ballots.
- D. A process for the conduct of special elections.

SECTION 2: GOVERNING BOARD STRUCTURE AND VOTING

Intentionally left blank but see also "Composition" in Article V, Section 1.

SECTION 3: MINIMUM VOTING AGE

Community stakeholders, 18 years of age or older, may register as members of the ASNC. Only members shall have the right to vote, hold office, or serve on committees.

SECTION 4: METHOD OF VERIFYING STAKEHOLDER STATUS

Any person who affirms in writing, under penalty of perjury, that he or she is at least 18 years of age and either lives, works, owns property, or is a parent or guardian of a student attending school within the boundaries of the ASNC, or who declares a stake in any one of the five ASNC communities and affirms the factual basis for that claim shall be duly registered as an ASNC stakeholder

SECTION 5: RESTRICTIONS ON CANDIDATES RUNNING FOR MULTIPLE SEATS

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SECTION 6: OTHER ELECTION RELATED LANGUAGE

A. Timing.

Elections for the ASNC Board shall be held every year on the date of the November ASNC Community Stakeholder Meeting.

B. Voting Eligibility and Procedures.

Any ASNC Community member is eligible to vote for Representatives subject to any standing rule or procedure established by the ASNC Rules and Elections Committee, which shall be subject to these Bylaws.

C. Qualification for Candidacy.

All Candidates must be members of the ASNC. Candidates for Geographical Representative must be stakeholders within the communities they wish to represent. Candidates for At Large Representative positions must be stakeholders within the community interests they wish to represent.

Each candidate who wishes to be included on a pre-printed ballot must submit a statement of intent 30 days prior to the date of the election. Candidate declarations or nominations shall not be accepted from the floor during the November election day.

D. Voting

Voting shall be by secret ballot mailed to each member of the ASNC. Members may return the ballots either by mail or at the November election day. A Stakeholder who registers as a member at the November election day will be provided with a ballot upon registration.

E. Initial Election of the Board.

Upon initial certification of the ASNC, voting for Representatives shall be conducted within 456 days following certification. Each elected representative shall take office effective immediately. The term of each at large representative shall end on December 31st of the same year. The terms of the two geographical representatives of each community shall end as follows:

- 1) the term of the geographical representative who received the smaller number of votes, or in the case of Mount Washington, the two geographical representatives who received the lowest number of votes, shall end on December 31st of the same year.
- 2) the term of the geographical representative who received the larger number of votes, or in the case of Mount Washington, the two geographical representatives who received the greatest number of votes, shall end on December 31st of the following year.

F. Transition Committee

Within 30 days following certification by DONE, a stakeholder meeting will be scheduled to establish a Transition Committee for the sole purpose of organizing and administering the initial ASNC election. This committee will conduct the registration of stakeholders and establish rules for the initial election in accordance with this Section. Its duties include the creation of additional ad hoc committees as required to accomplish its responsibilities. Membership in the Transition Committee shall be open to all ASNC stakeholders. The committee will cease to exist after the initial election.

ARTICLE XI GRIEVANCE PROCESS

Community Stakeholders shall have the right to express and be heard regarding any grievance involving the Board's failure to comply with Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or state and federal law. The Stakeholder must submit the grievance in writing to the Board. An ad hoc committee shall consider the grievance. The ad hoc committee shall consist of three members, randomly selected by the Secretary from a list established at the beginning of each year of members willing to hear grievances. Any grievance not resolved to the satisfaction of the grievant, shall be referred to DONE. This process is intended to be used only for grievances involving procedural disputes. Grievances involving Board actions may be handled through the referendum process.

ARTICLE XII PARLIAMENTARY AUTHORITY (FORMERLY UNDER "PROCEDURAL AUTHORITY")

A. Governing Authority.

The latest edition of Robert's Rules of Order shall serve as the governing parliamentary authority of the ASNC. A Parliamentarian may be appointed by the Board to assist in the conduct of meetings. In the case of any conflict between these Bylaws and the governing parliamentary authority, these Bylaws shall prevail.

B. Standing Rules.

Standing Rules may be adopted by the Board to supplement these Bylaws, and shall not be construed to change or replace any of the Bylaw provisions. Standing rules may be adopted, amended, or repealed by a vote of the Board.

**ARTICLE XIII
AMENDMENTS**

Any member, or an ad hoc committee, may submit to the Board in writing a proposed amendment to the Bylaws. The proposed amendment shall be read at the next two regular meetings and may be approved at the following regular meeting by a 2/3 vote of the members present. Amendment of the Bylaws is subject to approval by DONE.

**ARTICLE XIV
COMPLIANCE**

The ASNC shall comply with all Federal, State, and City laws, including applicable ethics provisions. The ASNC shall comply with all applicable provisions of the Ralph M. Brown Act.

SECTION 1: CODE OF CIVILITY

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SECTION 2: TRAINING

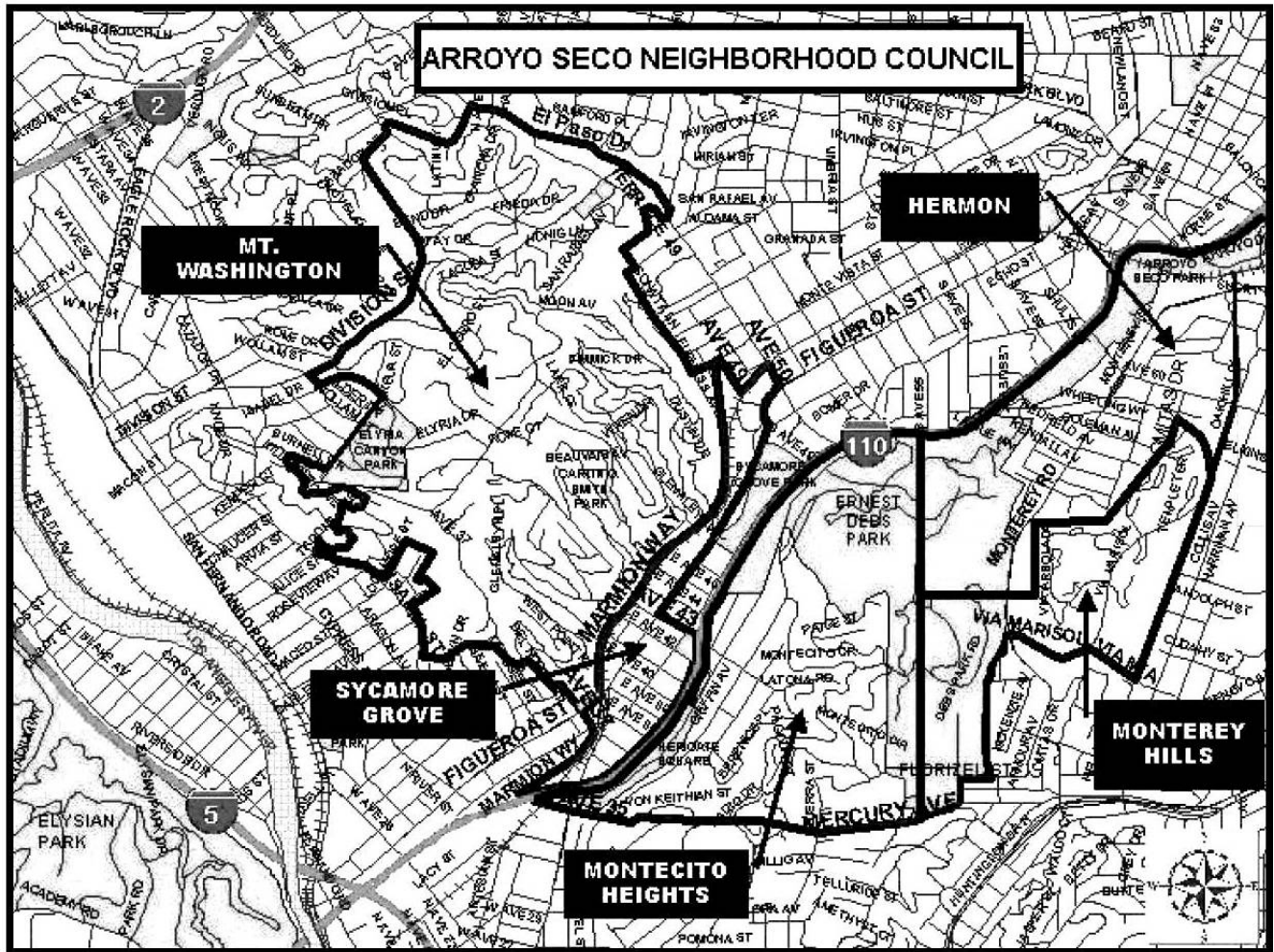
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SECTION 3: SELF ASSESSMENT

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³ Article VI, Section 1 of the “*Plan for a Citywide System of Neighborhood Councils*” calls for each council to “survey its Community Stakeholders at least once biennially....The form of the review shall be prescribed by DONE.”

ATTACHMENT A – MAP OF NEIGHBORHOOD COUNCIL



ATTACHMENT B - GOVERNING BOARD STRUCTURE AND VOTING

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