

ARROYO SECO NEIGHBORHOOD COUNCIL BYLAWS

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

(Bylaws approved: May 8, 2003; approved with revisions: April 11, 2007 and June 23, 2008)

(Bylaw re-ordering approved by Board: May 23, 2011)

(Required changes approved by Board: August 27, 2012)

(Approved by Department of Neighborhood Empowerment October 12, 2012)

(Approved by the Department of Neighborhood Empowerment July 12, 2013)

(Approved by the Department of Neighborhood Empowerment January 26, 2014)

(Approved by the Department of Neighborhood Empowerment September 1, 2015)

(Approved by the Department of Neighborhood Empowerment October 1, 2017)

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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 ASNC 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, 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 ASNC shall be as follows:

- A. 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 Cal Trans 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.
- B. 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.

C. 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.

D. West: Division St. at Sunny Heights Drive, (NE) along Division Street to El Paso Drive.

E. Based upon the certification of ASNC (File No. 02-040), dated November 19, 2002,¹ the ASNC shall have shared boundaries with surrounding certified Neighborhood Councils, as follows:

1. Greater Cypress Park Neighborhood Council
 - Elyria Canyon Park
2. LA-32 Neighborhood Council
 - Ernest E. Debs Regional Park
3. Lincoln Heights Neighborhood Council
 - Heritage Square
4. 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)

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

- 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 four (4) 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):

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 Yoakum 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'), (34° 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 northwest 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 to SR 110, and continue on SR 110 to Pasadena Avenue.
- 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 zip code 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

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 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.

ARTICLE V GOVERNING BOARD

The Governing Body of the ASNC within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (Plan) shall be the Board of Representatives (Board).

SECTION 1 : COMPOSITION

The Board shall be comprised of seventeen (17) Representatives, elected from and by the ASNC Stakeholders, as follow:

A. Ten (10) Geographical Representatives.

Geographical Representatives must be registered in the community they represent. They shall be elected by those Stakeholders 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, and Monterey Hills. Each community shall have two (2) Geographical Representatives, except for Mount Washington which shall have four (4).

B. Seven (7) At Large Representatives.

At Large Representatives shall be elected by the ASNC stakeholders. There shall be Four (4) At Large Representatives who live, work, or own property in the ASNC area and Three (3) Community Interest At Large Representatives.

SECTION 2 : QUORUM

A minimum of nine (9) ASNC Board members present shall be required at ASNC meetings in order to transact Board business.

SECTION 3 : OFFICIAL ACTIONS

A simple majority vote of the Board members present, not including abstentions, shall be sufficient to transact business unless otherwise stated in these Bylaws.

Referendum Process:

Stakeholders may propose a referendum measure requiring the Board action, or a part of it, to be submitted to the Stakeholders. A referendum measure must be submitted by petition to the Board, and must include a statement, not exceeding five hundred (500) words, of its purpose and substance, and the signatures of no fewer than one hundred (100), Stakeholders. 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, which must be in accordance with these bylaws.

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 (Department) approved public posting locations, the ASNC website, and by any additional means specified by the Communications and Outreach Committee.

Passage of the referendum measure requires ratification by a majority of the entire Board.

SECTION 4 : TERMS

ASNC Board members shall serve two (2) year terms. There are no term limits.

SECTION 5 : DUTIES AND POWERS

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.

SECTION 6 : VACANCIES

Board vacancies shall be filled by selection by the Board as set forth in the Standing Rules. If a geographic seat is not filled during the general elections, or becomes vacant at any point after the elections, the Board will have sixty (60) days to fill the vacancy with a stakeholder who meets the requirements for the seat as specified in Attachment B of these bylaws. If the seat is not filled within sixty (60) days it shall convert to an At Large Representative seat for the remainder of the current Board term and may be filled by anyone meeting the requirements of an At Large Representative. A geographic seat which has been filled in this manner will revert back to a geographic seat for the next general elections.

SECTION 7 : ABSENCES

Board members are expected to attend all ASNC Board meetings. A Board member misses three (3) consecutive or five (5) total meetings within a twelve (12) month period their Board membership shall be automatically terminated. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, the President shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant.

SECTION 8 : CENSURE

The ASNC Board can take action to publically reprimand a Board member for actions conducted in the course of ASNC business by censuring the Board member at an ASNC Board meeting. Censures shall be placed on the agenda for discussion and action. The ASNC shall consult with the Office of the City Attorney throughout any censure process.

SECTION 9 : REMOVAL

The ASNC shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

- A. **Petition by Stakeholders** – A Board member may be removed from office by the submission of a written petition to the Secretary, 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) Stakeholders
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 ASNC meeting.
 2. Removal of the identified Board member requires a two-thirds (2/3) majority 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 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.
- 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 ASNC 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 three (3) 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 two thirds (2/3) majority 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.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Board.
5. If the vote for removal is affirmative, the position shall be deemed vacant and filled via the ASNC's vacancy clause.

SECTION 10 : RESIGNATION

Any Board member may resign by submitting a written resignation to the Secretary. Once a resignation has been received by the Secretary it may not be withdrawn.

SECTION 11 : COMMUNITY OUTREACH

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

In addition, the Board shall create, or shall cause to be created, an outreach plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.

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

ARTICLE VI OFFICERS

SECTION 1 : OFFICERS OF THE BOARD

There shall be five (5) Officers of the ASNC. They shall be the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

SECTION 2 : DUTIES AND POWERS

The Officer Duties and responsibilities shall include, but not be limited to, the following:

- 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 have the final say in setting the Board agenda and shall preside over all ASNC Board and Agenda Setting Committee meetings. The President shall be an ex-officio member on all ASNC committees. At the conclusion of the President's term, they shall serve as Immediate Past President, and will be available to advise the new President.
- B. The 1st Vice President shall assume the duties of the President when the President is unable to perform duties of office. The 1st Vice President shall serve on the Agenda Setting Committee and Chair the Rules and Selections Committee. The 1st Vice President shall provide oversight for all ASNC committees.
- C. The 2nd Vice President shall serve as the Chair of the Communications and Outreach Committee. In addition, The 2nd Vice President shall maintain the Stakeholder records of the ASNC and oversee all communications with ASNC Stakeholders. The 2nd Vice President shall oversee ASNC participation in community activities and events.
- D. The Secretary shall record the minutes of ASNC meetings and maintain the historical records including attendance at meetings. The Secretary shall make ASNC records available to the public as required by law.
- E. The Treasurer shall maintain the financial records of the ASNC and oversee all finances. The Treasurer shall submit account statements to the Department in accordance with the Department 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.

SECTION 3 : SELECTION OF OFFICERS

At the first meeting following a City administered Neighborhood Council election, and again twelve (12) months later, as the first order of business after the seating of the new Board, the Board shall select the President, 1st and 2nd Vice Presidents, Secretary, and Treasurer.

Officer positions which become vacant shall be filled by majority vote of the Board.

SECTION 4 : OFFICER TERMS

Officers shall serve a term of one (1) year or until their successors take office. Any Officer may resign by submitting a written resignation to the Secretary.

The Board may remove any Board member from an Officer position for any of the following reasons:

- 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.
- The Officer fails to carry out his or her duties and responsibilities pursuant to Article VI.
- The Officer prevents the ASNC from carrying out its duties and responsibilities.
- 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.
- The Officer no longer has Stakeholder status as defined in attachment B
- The Officer fails to disclose, or fails to recuse himself or herself in the event of a “disqualifying interest” pursuant to Conflict of Interests laws.

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 a fixed membership which may include both Board and non-Board voting members of record. Unless otherwise specified in these bylaws, all Standing Committees shall be chaired by an ASNC Board member who shall appoint the committee members. All committees are required to take and maintain minutes of each meeting to be posted on the ASNC web site. The chair of each committee shall be responsible for agenda notifications in public places. If the chair of any committee is unable to attend a Board meeting, they must designate a committee member to make reports. All committees should strive to develop participation from the Stakeholders.

SECTION 1 : STANDING

The following are the ASNC Standing Committees.

- A. **Agenda Setting Committee.** This committee shall be chaired by the President and comprised of the five Board Officers. Prior to their meeting, all agenda requests emanating from the website, stakeholders and committees will be compiled by the Secretary. This committee shall

not address or consider the merits of proposed agenda items. Its function is to determine whether a proposed agenda item is complete and will be placed on the next Board agenda.

- B. **Rules and Selections Committee.** The Rules and Selections Committee shall be chaired by the 1st Vice President. The Rules and Selections committee shall propose bylaws amendments and standing rules as necessary. The Rules and s Selections Committee shall organize and administer ASNC selections to fill Board vacancies. General elections shall be supported by an Ad Hoc Committee consisting of only non-candidates.
- C. **Budget and Finance Committee.** The Budget and Finance Committee shall be chaired by the Treasurer. The committee shall be responsible for the oversight and administration of all ASNC financial matters and shall present a proposed budget for board approval on an annual basis. The committee shall also review the monthly financial reconciliations prior to their submission to the Board.
- D. **Communications and Outreach Committee.** The Communications and Outreach Committee shall be chaired by the 2nd Vice President. The Communications and Outreach Committee shall be responsible for planning and coordinating all outreach efforts and events in all neighborhoods within the ASNC boundaries. Outreach will include regular distribution of flyers, agenda notifications on social media and in local publications, announcements by email, timely mailings to members, publication of a newsletter and maintenance of a web site. The Communications and Outreach Committee shall maintain the Stakeholder roster to enable the ASNC to carry out all functions specified in these Bylaws.
- E. **Planning & Land Use Committee.** The Planning and Land Use Committee shall review, take public input, report on and make recommendations of actions to the Board on any land use and planning issues affecting the community. The Planning and Land Use Committee's recommendations to the Board shall be in the form of an oral report at Board meetings.
- F. **Health, Public Safety and Welfare Committee.** The Health, Public Safety and Welfare Committee shall monitor and advise the Board on law enforcement, quality of life, emergency preparedness and issues related to seniors, health and animal welfare.
- G. **Education and Youth Committee.** The Education and Youth Committee shall monitor and advise the Board on issues related to schools, education and youth.
- H. **Recreation, Culture and the Arts Committee.** The Recreation, Culture and the Arts Committee shall monitor and advise the Board on issues related to artists and art institutions, recreational and cultural activities.

- I. **Transportation Committee.** This Committee shall advise the Board on issues pertaining to all forms of ASNC area transportation.
- J. **Local Issues Committees.** There shall be one (1) Local Issues Committee for each of the communities in the ASNC. Voting membership in each Local Issue committee shall include the geographical Board members that represent that community as well as committee chair-appointed stakeholders from that same community. Local Issues Committees shall report to the Board on matters of local importance at regular meetings of the ASNC.

SECTION 2 : AD HOC

Ad Hoc Committees may be established as deemed appropriate by the Board. Ad Hoc Committees may only be formed to address a specific task, existing until the task is completed as expeditiously as possible or for no more than one (1) year or until the seating of a new Board, whichever occurs first. Every proposed Ad Hoc committee shall submit a Mission Statement to the Agenda Setting Committee for approval before being sent to the Board. The Board may dissolve an Ad Hoc Committee at its discretion by a simple majority vote at any time. Ad Hoc Committee chairs are appointed by the President, subject to veto by a majority of the entire Board. Ad Hoc committees shall meet at least every two (2) months until its task is completed.

SECTION 3 : COMMITTEE CREATION AND AUTHORIZATION

Committees advise the Board and only make recommendations on issues. Committees do not have the authority to act without Board approval.

ARTICLE VIII MEETINGS

All meetings shall be open to the public in accordance with the Ralph M. Brown Act and the Neighborhood Council Agenda Posting Policy.

SECTION 1 : MEETING TIME AND PLACE

All meetings shall be held within the ASNC boundaries.

- 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.

SECTION 2 : AGENDA SETTING

The President shall have the final say in setting the Board agenda and shall preside over all ASNC Board and Agenda Setting Committee meetings.

Any Stakeholder or group of Stakeholders may make a proposal for action by completing an online agenda request or during the public comment period of a regular Board meeting. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under this subsection are subject to the rules regarding reconsideration.

Stakeholder Initiative is the power of the Stakeholders to propose an action to be considered by the ASNC.

Stakeholders 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 five hundred (500) words, of its purpose and substance, and the signatures of no fewer than fifty (50) Stakeholders. If the Rules and Elections Committee determines that the petition does not have the required number of valid signatures, the petition shall be returned in accordance with the standing rules, which must be in accordance with these Bylaws.

Upon receipt of the petition, and verification of signatures by the Rules and Selections 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 approved public posting locations, the ASNC website, and by any additional means specified by the Communications and Outreach Committee.

Passage of the initiative requires ratification by a majority of the entire Board.

SECTION 3 : NOTIFICATIONS/POSTINGS

Announcements of meetings and other events of the ASNC shall be posted on the ASNC's official website and in the physical locations listed in the ASNC's Standing Rules, in accordance with the Ralph M. Brown Act and the Neighborhood Council Agenda Posting Policy.

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

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City’s mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council’s finances, where the term “appropriate City officials” means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the ASNC website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the ASNC’s accounts.
- E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the ASNC’s accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F. The ASNC will not enter into any contracts or agreements except through the Department of Neighborhood Empowerment.

ARTICLE X ELECTIONS

SECTION 1 : ADMINISTRATION OF ELECTION

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

SECTION 2 : GOVERNING BOARD STRUCTURE AND VOTING

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

SECTION 3 : MINIMUM VOTING AGE

Community stakeholders, sixteen years of age or older, may register to vote for the ASNC elections.

SECTION 4 : METHOD OF VERIFYING STAKEHOLDER STATUS

Voters will verify their Stakeholder status through written self-affirmation or documentation as required for online voting.

SECTION 5 : RESTRICTIONS ON CANDIDATES RUNNING FOR MULTIPLE SEATS

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

SECTION 6 : OTHER ELECTION-RELATED LANGUAGE

Intentionally left blank.

ARTICLE XI GRIEVANCE PROCESS

- 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 ASNC meeting.
- B. The Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) 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 Board 1st Vice President (Chair of Rules and Selections) shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
- D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel’s collective recommendations for resolving the grievance. The Board may 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 ASNC meeting.
- E. The grievance process is intended to address matters involving procedural disputes, such as the Board’s failure to comply with Board Rules or these Bylaws. A grievance cannot be filed against an individual Board member. It is also not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings.

F. Board members are not permitted to file a grievance against another Board member or against the ASNC, except as permitted under the City's grievance policy. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII PARLIAMENTARY 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.

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 Stakeholder, Board member or ASNC committee may submit a proposed amendment to these bylaws to the Chair of the Rules and Selections Committee. The Rules and Selections Committee shall hear the proposed amendment within thirty (30) days and shall amend their recommendations at the next ASNC Board meeting. The proposed amendment shall be read at this meeting and may be approved at the following Regular meeting by a two-thirds (2/3) vote of the members present. Amendments to the bylaws are subject to approval by the Department.

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

The ASNC, its representatives and all community stakeholders shall conduct all ASNC business in a civil, professional and respectful manner, adhering to the Code of Civility adopted by the Department. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

SECTION 2 : TRAINING

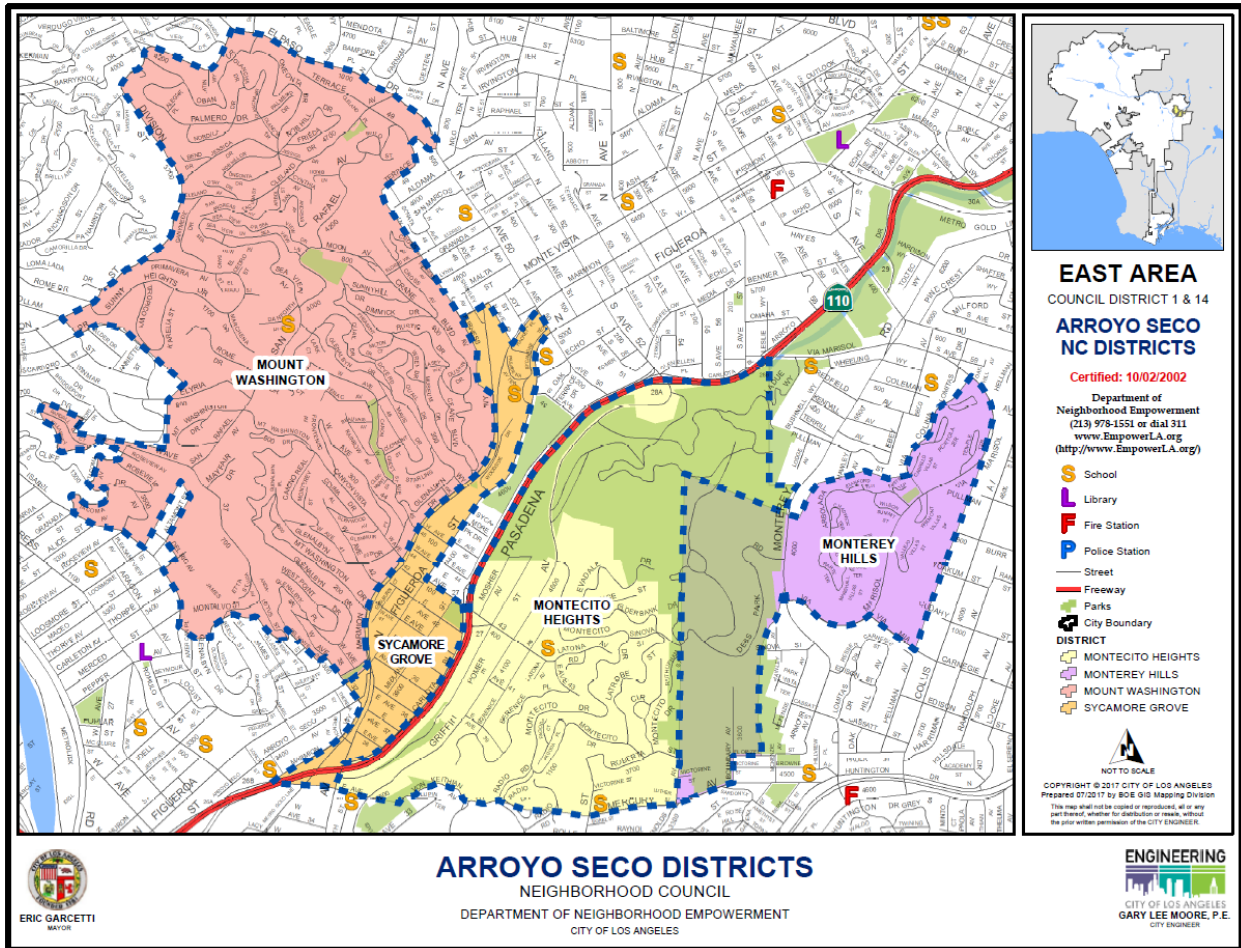
All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within fifty-five (55) days of being seated, or they will lose their ASNC voting rights until

the training has been completed. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

SECTION 3 : SELF-ASSESSMENT

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

ATTACHMENT A – Map of Arroyo Seco Neighborhood Council



**ATTACHMENT B - Governing Board Structure and Voting
Arroyo Seco Neighborhood Council – 17 Board Seats**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Montecito Heights Representatives Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property within the Montecito Heights geographical area and who are 18 years or older.	Stakeholders who live, work, or own real property within the Montecito Heights geographical area and who are 16 years or older.
Monterey Hills Representatives Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property within the Monterey Hills geographical area and who are 18 years or older.	Stakeholders who live, work, or own real property within the Monterey Hills geographical area and who are 16 years or older.
Mount Washington Representatives Term: 2 Years	4	Elected	Stakeholders who live, work, or own real property within the Mount Washington geographical area and who are 18 years or older.	Stakeholders who live, work, or own real property within the Mount Washington geographical area and who are 16 years or older.
Sycamore Grove Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property within the Sycamore Grove geographical area and who are 18 years or older.	Stakeholders who live, work, or own real property within the Sycamore Grove geographical area and who are 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At-Large Representative Term: 2 Years	4	Elected	Stakeholders who live, work or own real property within the ASNC boundaries and who are 18 years or older.	Stakeholders who live, work or own real property within the ASNC boundaries and who are 16 years or older.
Community Interest At-Large Representative Term: 2 Years	3	Elected	Stakeholders who live, work, or own real property within the ASNC boundaries who are 18 years or older and who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with the Neighborhood Council boundaries and who may be in community organization such as, but not limited to, educational, non-profit, and/or religious organizations.	Stakeholders who live, work, or own real property within the ASNC boundaries who are 16 years or older and who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with the Neighborhood Council boundaries and who may be in community organization such as, but not limited to, educational, non-profit, and/or religious organizations.