

# **Empowerment Congress Southeast Area Neighborhood Development Council Bylaws**

## **HISTORY**

On January 23, 1992, Councilman Mark Ridley-Thomas launched the "Campaign for a New Eighth District," the goal of which was to improve quality of life for residents of the Eighth Council District of Los Angeles. Key features of the Campaign was the establishment of the Empowerment Congress and the creation of Neighborhood Development Councils (NDC), which are vehicles for people who live, work, attend school/church or own property or a business in the district to shape the policies and decisions which affect their lives. There are five (5) Neighborhood Development Councils, divided geographically by census tracts: Southeast, Central, North, West and Southwest.

**Bylaws Approved December 1, 2020**

## Table of Contents

Article I	NAME.....	4
Article II	PURPOSE.....	4
Article III	BOUNDARIES.....	4
	Section 1: Boundary Description	
	Section 2: Internal Boundaries	
Article IV	STAKEHOLDER.....	5
Article V	GOVERNING BOARD.....	5
	Section 1: Composition	
	Section 2: Quorum	
	Section 3: Official Actions	
	Section 4: Terms and Term Limits	
	Section 5: Duties and Powers	
	Section 6: Vacancies	
	Section 7: Absences	
	Section 8: Censure	
	Section 9: Removal	
	Section 10: Resignation	
	Section 11: Community Outreach	
Article VI	OFFICERS.....	11
	Section 1: Officers of the Board	
	Section 2: Duties and Powers	
	Section 3: Selection of Officers	
	Section 4: Officer Terms	
Article VII	COMMITTEES AND THEIR DUTIES.....	12
	Section 1: Standing	
	Section 2: Ad Hoc	
	Section 3: Committee Creation and Authorization	
Article VIII	MEETINGS.....	13
	Section 1: Meeting Time and Place	
	Section 2: Agenda Setting	
	Section 3: Notifications/Postings	
	Section 4: Reconsideration	
Article IX	FINANCES.....	14
Article X	ELECTIONS.....	15
	Section 1: Administration of Election	
	Section 2: Governing Board Structure and Voting	
	Section 3: Minimum Voting Age	
	Section 4: Method of Verifying Stakeholder Status	
	Section 5: Restrictions on Candidates Running for Multiple Seats	
	Section 6: Other Election Related Language	

Article XI	GRIEVANCE PROCESS.....	16
Article XII	PARLIAMENTARY AUTHORITY.....	16
Article XIII	AMENDMENTS.....	16
Article XIV	COMPLIANCE.....	17
	Section 1: Code of Civility	
	Section 2: Training	
	Section 3: Self-Assessment	
	ATTACHMENT A – Map of Neighborhood Council.....	18
	ATTACHMENT B - Governing Board Structure and Voting.....	19

## **ARTICLE I NAME**

The name of this Neighborhood Council shall be the Empowerment Congress Southeast Area Neighborhood Development Council (“Council” or “ECSEANDC”).

## **ARTICLE II PURPOSE**

The **MISSION** of this Council shall be to engage residents in efforts to create safer and healthier environments; to educate constituents to make more informed decisions regarding the condition of their neighborhoods; and to empower Stakeholders to effect positive change in their communities.

The **PURPOSE** of the Council shall be to work with elected officials to improve the quality of life in communities within the Neighborhood Council boundaries. The Governing Body and Stakeholders shall identify community concerns and work with City officials to identify resources to address issues and develop solutions.

## **ARTICLE III BOUNDARIES**

The Council covers a geographic area described below.

**Section 1: Boundary Description** – The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

Starting at Vermont Avenue and 80th Street, proceed east on 80th Street to Flower Street alongside the 110 Freeway; south on Flower Street alongside the 110 Freeway to 84th Place; east on 84th Place to Main Street; north on Main Street to 84th Street; east on 84th Street to Central Avenue; south on Central Avenue (including both sides of Central Avenue between Manchester Avenue and Century Boulevard) to Lanzit Avenue; west on Lanzit Avenue to Avalon Boulevard; north on Avalon Boulevard to 111<sup>th</sup> Street; west on 111<sup>th</sup> Street to San Pedro Street; north on San Pedro Street to 110<sup>th</sup> Street; west on 110<sup>th</sup> Street to Vermont Avenue; and north on Vermont Avenue to 80<sup>th</sup> Street. The ECSEANDC boundaries are to include the Mark Ridley Thomas Constituent Service Center as a shared resource center.

### **Section 2: Internal Boundaries**

- A. Neighborhood Area 1: Broadway Square and Green Meadows:  
(Neighborhood Representatives A1 and B1)

Starting alongside the 110 Freeway at 84<sup>th</sup> Place, proceed east on 84th Place to Main Street; north on Main Street to 84th Street; east on 84th Street to Central Avenue; south on Central Avenue to 98<sup>th</sup> Street (including both sides of Central Avenue between Manchester Avenue and 98<sup>th</sup> Street); west on 98<sup>th</sup> Street to the 110 Freeway; north alongside the 110 Freeway to 84<sup>th</sup> Place.

- B. Neighborhood Area 2: Vermont Vista and Magnolia Square  
(Neighborhood Representatives A2 and B2)

Starting at Vermont Avenue and 80<sup>th</sup> Street, proceed east on 80<sup>th</sup> Street to the 110 Freeway; south alongside the 110 Freeway to 110<sup>th</sup> Street; west on 110<sup>th</sup> Street to Vermont Avenue; north on Vermont Avenue to 80<sup>th</sup> Street.

C. Neighborhood Area 3: Century Palms and Century Grove  
Neighborhood Representatives A3 and B3

Starting at the 110 Freeway and 98<sup>th</sup> Street, proceed east on 98<sup>th</sup> Street to Central Avenue; south on Central Avenue Lanzit Avenue (including both sides of Central Avenue between 98th Street and Century Boulevard); west on Lanzit Avenue to Avalon Boulevard; north on Avalon Boulevard to 111<sup>th</sup> Street; west on 111<sup>th</sup> Street to San Pedro Street; north on San Pedro Street to 110<sup>th</sup> Street; west on 110<sup>th</sup> Street to the 110 Freeway; north alongside the 110 Freeway to 98<sup>th</sup> Street.

The boundaries of the Council are set forth in Attachment A - Map of Empowerment Congress Southeast Area Neighborhood Development Council.

#### **ARTICLE IV STAKEHOLDER**

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the ECSEANDC Neighborhood Council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

#### **ARTICLE V GOVERNING BOARD**

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

**Section 1: Composition** – The Board shall consist of fifteen (15) Stakeholders elected, selected or appointed by the Board and/or Stakeholders. All members of the Board must

be eighteen (18) years of age or older at the time of election. The composition of the Board shall be as follows:

- A. One (1) Chairperson (elected by Stakeholders)
- B. One (1) Co-Chairperson (elected by Stakeholders)
- C. One (1) Secretary (elected by Stakeholders)
- D. One (1) Neighborhood Representative 1A (elected by Stakeholders)
- E. One (1) Neighborhood Representative 1B (elected by Stakeholders)
- F. One (1) Neighborhood Representative 2A (elected by Stakeholders)
- G. One (1) Neighborhood Representative 2B (elected by Stakeholders)
- H. One (1) Neighborhood Representative 3A (elected by Stakeholders)
- I. One (1) Neighborhood Representative 3B (elected by Stakeholders)
- J. One (1) Treasurer (Board-appointed)
- K. One (1) Parliamentarian (Board-appointed)

L. Four (4) At-Large Representatives (Board-appointed)

The Council is divided by three (3) neighborhood areas. Each neighborhood area represents two (2) specific geographic areas within the Council boundaries. Two (2) Neighborhood Representatives will be elected by Stakeholders from their specific areas to represent one (1) neighborhood area. (See Article III, Section 2 for neighborhood area boundaries.)

**Section 2: Quorum** – The quorum shall be eight (8) members of the Board. No floating quorums are allowed.

**Section 3: Official Actions** – A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

**Section 4: Terms and Term Limits** – Board members shall serve a staggered four (4) year term. An elected or selected member of the Board can only serve two (2) consecutive terms, which is a total of eight (8) years, since each term is four (4) years.

It is the intent of the Board to establish a staggered election system where approximately half of the Board is elected at each City conducted election. To establish staggered elections, Board members winning seats in the 2008 Elections shall serve two (2) or four (4) year terms, so that approximately one-half (1/2) of Board members shall be elected or appointed each election year. For the election in 2008, the Co-Chairperson, Secretary, and one (1) Neighborhood Representative from each of the three (3) neighborhoods (henceforth referred to as (A) Neighborhood Rep. #1, #2, and #3) and two (2) At-Large members (henceforth referred to as At-Large Members #1, #3, and #5) (appointed positions), totaling eight (8) members shall serve four (4) year terms. The Chairperson, Treasurer (selected position), one (1) Neighborhood Representative from each of the three (3) neighborhoods (henceforth referred to as (B) Neighborhood Rep. #1, #2, and #3), and two (2) At-Large Members (henceforth referred to as At-Large Members #2 and #4) (selected positions) totaling seven (7) members, shall serve a two (2) year term. For subsequent elections, these positions will fall into the four (4) year term schedule.

**Section 5: Duties and Powers** – The Board guides and coordinates the work of the Council. Duties of the Board include: identifying issues and coordinating projects to address those issues; hosting monthly planning meetings and quarterly Area Assembly meetings; forming ad hoc committees as needed; establishing policies and procedures; providing leadership on the Council; planning community events and activities; monitoring issues within Council boundaries.

A. Through the Area Assembly, residents can organize and address matters of concern in their neighborhoods. These concerns are addressed with City officials and/or their staff as they work to identify available resources.

B. Neighborhood Area and At Large Representatives Responsibilities: Post notices of

all Governing Body and Area Assembly meetings. Serve on committees and perform other duties as directed by the Chair. Identify and monitor issues within the Neighborhood Development Council boundaries.

C. The issuance of Council stationary letterhead must meet the following requirements:

- Present to Board Secretary a written request and a draft of written document(s) content to be reviewed by a majority of a quorum of the Board.
- All written draft document(s) contents must pertain to Board business and receive approval by a majority of a quorum of the Board.
- Any written document or related correspondence drafted on Council stationary letterhead shall be retained on file, as a matter of record by the Board Secretary, in the Council's official office.

**Section 6: Vacancies** – A vacancy may be filled by recommendation from a member of the Governing Body and approved and carried by a majority vote of attending Board members. The term for any Board appointment after an election shall be only until the next regular election for that appointed seat.

**Section 7: Absences** – Any Board member who misses three (3) regularly scheduled consecutive Board meetings or, optionally, four (4) total Board meetings during any twelve (12) month period, will be automatically removed from the Board. Each Board member absence shall be recorded in the Board's meeting minutes or other manner of Council record keeping, and that, upon missing the required number of Board meetings for removal, the Council Presiding Officer shall notify the Board member of the absences and place on the agenda the removal of the Board member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board member. A meeting of the 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 purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:



1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to remove will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

**Section 9: Removal** – Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at

meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board

member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to

limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

**Section 10: Resignation** – A Board member may resign from the Council and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a majority of the attending Board members.

**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.

## ARTICLE VI OFFICERS

**Section 1: Officers of the Board** – The officers of the Board (“Officers”) shall include the following positions which all together shall comprise the Executive Committee: Chair, Co-Chair, Secretary, Treasurer, and Parliamentarian.

**Section 2: Duties and Powers** – The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

- A. The **Chair** shall: preside over all regular meetings of the Council and Executive Body; appoint committees with the approval of a majority vote of the Executive Body; represent the Council before other agencies and organizations as directed by a majority vote of the Executive Body.
- B. The **Co-Chair** shall: perform the duties of the Chair in his/her absence; serve as an ex-officio member of committees; other duties as directed by the Chair.
- C. The **Board Secretary** shall: carry out official Council correspondence; keep minutes of meetings; prepare and distribute agendas for each meeting of the Executive Body, Governing Body and Area Assemblies seventy-two (72) hours prior to a meeting date; maintain, update and secure Council stationary/letterhead and all official Council documents.
- D. The **Treasurer** shall: oversee and be charged with the full custody and control of all Council funds and assets; establish an account or accounts for deposit of Council funds in a Federally insured (FICA) bank or financial institution in the precise name of the Council as certified by the City of Los Angeles; oversee a Council bookkeeping and accounting system in compliance with Generally Accepted Accounting Principles (GAAP) and conforming to all applicable local, state and federal laws; report to the Board on NDC finances at every regular meeting; facilitate Council meetings in the absence of the Chair, Co-Chair and

Secretary. Also, the Treasurer may Board request Board authorization to retain professional assistance in creating bookkeeping and accounting systems.

- E. The **Parliamentarian** shall: be seated at Board meetings within visual access of the Chair; function as a non-interventionist; assist the Chair in maintaining order and adhering to Board-approved time schedules; confer with Chair as needed; be available to membership to answer questions about parliamentary procedure, coordinate motions and resolutions as requested; assist with elections and voting procedures; provide full truth-seeking support in all matters related to Board actions and meetings; other services deemed necessary by the Chair.
- F. The **Staff Secretary** (a non-Board, non-voting staffer) shall: maintain all official Council documents; order office supplies and records; assist Treasurer with purchase orders; carry out official correspondence including monthly meeting minutes; prepare and distribute of Board agendas; assist with monthly agenda postings, outreach flyers and mailers distributions; check incoming phone messages and mail weekly; serve as ex- officio-member of committees; work in tandem with Board Secretary on other duties as assigned by the Chair.

**Section 3: Selection of Officers** – Officer positions are elected during the elections of the Council.

**Section 4: Officer Terms** – The Officers shall serve four (4) year terms and serve at the pleasure of the Board.

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

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

**Section 1: Standing** – The Standing Committees of the Council are in the Council Standing Rules.

**Section 2: Ad Hoc** – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

### **Section 3: Committee Creation and Authorization**

- A. **Committee Authority** – All committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.

- C. **Changes to Committees** – The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- D. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

## **ARTICLE VIII MEETINGS**

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*) shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy. Meetings shall be open to all ECSEANDC Stakeholders.

**Section 1: Meeting Time and Place** – The Board shall meet the 4<sup>th</sup> Tuesday of each month at 6:30 p.m. at the Mark Ridley Thomas Constituent Services Center (a shared resource), 8475 South Vermont Avenue, Los Angeles, CA 90044. Area Assembly meetings shall be held once per calendar year.

**Section 2: Agenda Setting** – The Executive Committee shall set the agenda for each Council meeting.

**Section 3: Notifications/Postings** – Notice of regular meetings shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. Notice shall be posted at the Council's one (1) physical public posting location filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department. Stakeholders may also be notified of meetings via the Early Warning System (ENS).

**Section 4: Reconsideration** – The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

- C. A Motion for Reconsideration may be proposed only by a Board member who voted on the prevailing side of the original action taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

## **ARTICLE IX FINANCES**

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. 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 Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

G. Within two (2) weeks of a Council election, all financial records shall be updated to reflect appropriate officers in charge of records.

H. In the event an Officer becomes inactive prior to an election, his/her name shall be removed from all accounts, and authority over (and access to) such accounts shall be revoked.

## **ARTICLE X ELECTIONS**

**Section 1: Administration of Election** – The Council's election shall held every two (2) years in the even numbered years, and shall be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

**Section 2: Governing Board Structure and Voting** – The number of Board seats, the eligibility requirements for holding specific Board seats, and which Stakeholders may vote for Board seats are noted in Attachment B.

**Section 3: Minimum Voting Age** – Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

**Section 4: Method of Verifying Stakeholder Status** – Voters will verify their Stakeholder status through written self-affirmation.

**Section 5: Restrictions on Candidates Running for Multiple Seats** – A candidate shall declare their candidacy for no more than one (1) position on the Neighborhood Council Board during a single election cycle. If elected, a candidate can only hold one (1) office.

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

- A. An ad hoc Election Committee will be established for the purposes of identifying and notifying prospective candidates of an upcoming election.
- B. Each candidate will be given time to address the attending public at a candidate forum. Candidates who cannot attend must submit a “Letter of Intent.”
- C. The selection of appointed members to the Board shall be announced and acted upon at the next regularly scheduled meeting of ECSEANDC, following the elections. Upon announcement, the selection process will be carried out in the following manner:
- D.
  - 1. Any qualifying Stakeholder interested in filling an appointed Board Seat may submit either a written or verbal “Council Appointed Board



Seat Application”, to include a brief bio about themselves to the Board hired Secretary and/or Board Secretary.

2. The Council hired Secretary and/or Board Secretary shall then ensure that “Council Governing Board Appointment” is placed on the next scheduled Board meeting agenda.
3. For this self-nomination to be considered, a seated Board member must make the motion and a second must be received from a Board member.
4. In the event that there is only one (1) qualifying Stakeholder interested in filling an appointed Board seat, then a vote of the Board shall be taken and the qualifying Stakeholder may be installed with a majority vote of the Board members present.
5. In the event that more than one (1) qualifying Stakeholder is interested in filling an appointed Board seat, then an open and fair vote shall be taken by all Board members present.

#### **ARTICLE XI GRIEVANCE PROCESS**

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Grievances must be submitted to the Board in writing. The Board will acknowledge the grievance within ten (10) working days of receipt and will then schedule a meeting with the aggrieved party within forty-five (45) days in an attempt to resolve the matter. In the event the grievance cannot be resolved, the Board will obtain a mediator or arbitrator to assist. If the mediator or arbitrator is unable to resolve the issue, the aggrieved party may, within ten (10) days, appeal to the Department to make disposition on the grievance.

#### **ARTICLE XII PARLIAMENTARY AUTHORITY**

The Board will use Rosenberg’s parliamentary procedure rules of order and decorum for conducting their regularly scheduled monthly meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

#### **ARTICLE XIII AMENDMENTS**

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a simple majority vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

#### **ARTICLE XIV COMPLIANCE**

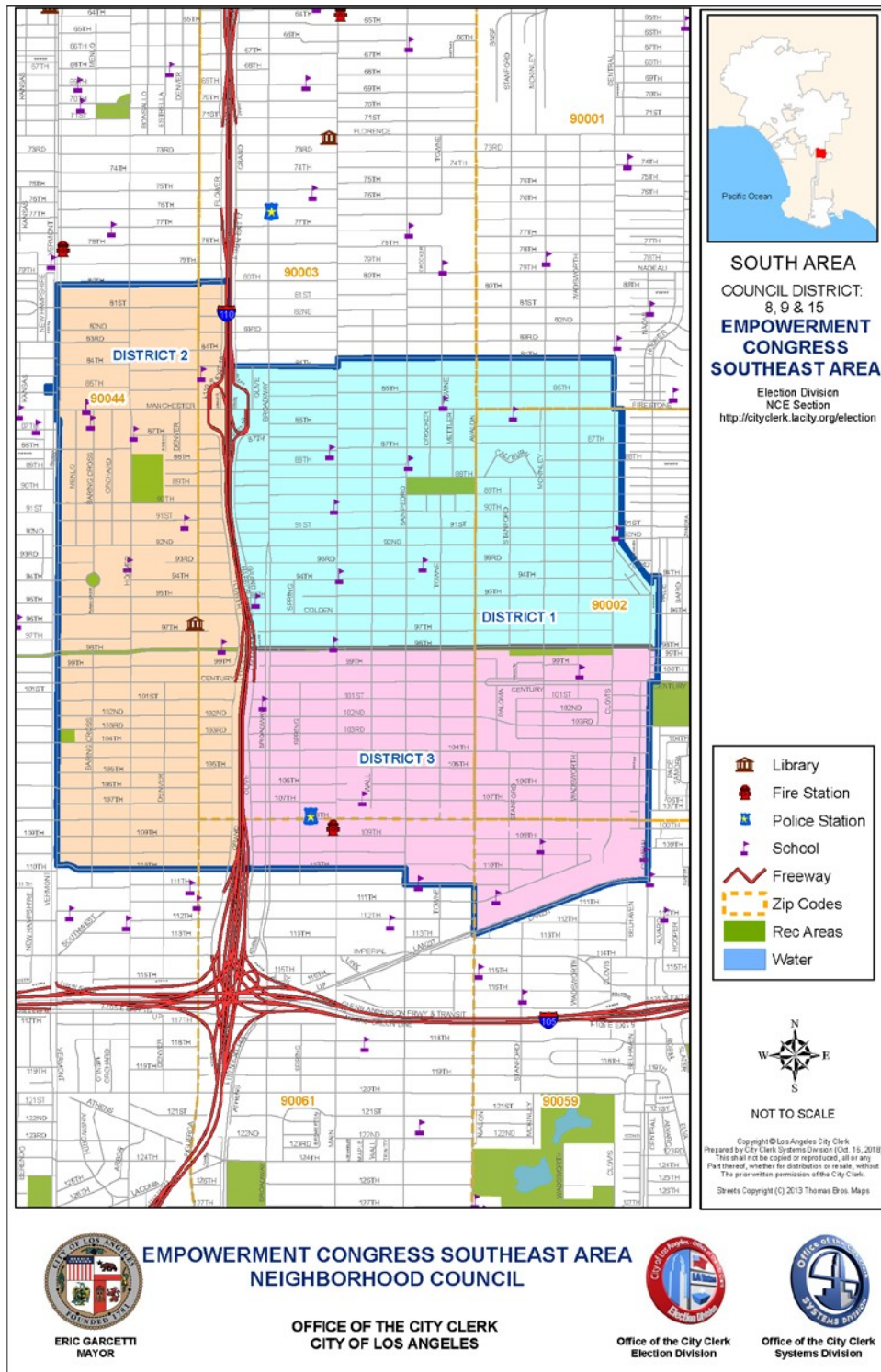
The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors, as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance, the Brown the Public Records Act, the Americans with Disabilities Act (ADA), and all laws and governmental policies pertaining to Conflicts of Interest.

**Section 1: Code of Civility** – The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner. 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 forty-five (45) days of being seated, or they will lose their Board voting rights. 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 Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

### **ATTACHMENT A – Map of Empowerment Congress Southeast Area Neighborhood Development Council**



**ATTACHMENT B – Governing Board Structure and Voting**

**Empowerment Congress Southeast Area Neighborhood Development Council –  
15 Board Seats**

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Chairperson Term: 4 Years	1	Elected	Any stakeholder who is 18 years or older.	Any stakeholder who is 16 years or older.
Co-Chairperson Term: 4 Years	1	Elected	Any stakeholder who is 18 years or older.	Any stakeholder who is 16 years or older.
Secretary Term: 4 Years	1	Elected	Any stakeholder who is 18 years or older.	Any stakeholder who is 16 years or older.
Treasurer Term: 4 Years	1	Appointed	Any stakeholder who is 18 years or older.	Appointed by the Board
Parliamentarian Term: 4 Years	1	Appointed	Any stakeholder who is 18 years or older.	Appointed by the Board
Neighborhood Representative 1A Term: 4 Years	1	Elected	Any stakeholder in Neighborhood Area 1 who is 18 years or older.	Any stakeholder who is 16 years or older.

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Neighborhood Representative 1B Term: 4 Years	1	Elected	Any stakeholder in Neighborhood Area 1 who is 18 years or older.	Any stakeholder who is 16 years or older.
Neighborhood Representative 2A Term: 4 Years	1	Elected	Any stakeholder in Neighborhood Area 2 and who is 18 years or older.	Any stakeholder who is 16 years or older.
Neighborhood Representative 2B Term: 4 Years	1	Elected	Any stakeholder in Neighborhood Area 2 and who is 18 years or older.	Any stakeholder who is 16 years or older.
Neighborhood Representative 3A Term: 4 Years	1	Elected	Any stakeholder in Neighborhood Area 3 and who is 18 years or older.	Any stakeholder who is 16 years or older.
Neighborhood Representative 3B Term: 4 Years	1	Elected	Any stakeholder in Neighborhood Area 3 and who is 18 years or older.	Any stakeholder who is 16 years or older.
At Large Representatives Term: 4 Years	4	Appointed	Any stakeholder who is 18 years or older.	Appointed by the Board