

BY-LAWS OF THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

Table of Contents

Article I	NAME.....	3
Article II	PURPOSE.....	3
Article III	BOUNDARIES.....	3
	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.....	10
	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.....	14
Section 1: Meeting Time and Place	
Section 2: Agenda Setting	
Section 3: Notifications/Postings	
Section 4: Reconsideration	
Article IX FINANCES.....	16
Article X ELECTIONS.....	16
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.....	17
Article XII PARLIAMENTARY AUTHORITY.....	17
Article XIII AMENDMENTS.....	17
Article XIV COMPLIANCE.....	18
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 organization is the Sunland-Tujunga Neighborhood Council, hereafter referred to as the "STNC".

ARTICLE II PURPOSE

The mission of the STNC is to improve the quality of life in Sunland-Tujunga. In order to fulfill the mission of the STNC, the following purposes and policies are established:

PURPOSES

1. To engage the broad spectrum of STNC community stakeholders to collaborate and participate in matters affect the community, including events, issues and projects.
2. To work with other organizations in Sunland-Tujunga and with other Los Angeles neighborhood councils.
3. To promote STNC community stakeholder participation and advocacy in Los Angeles city government decision making processes.
4. To propagate community awareness of available Los Angeles city resources.
5. To be an advocate of Sunland-Tujunga to government and private agencies.

POLICIES

1. To respect the will of the community stakeholders of the STNC as the guiding influence of the STNC, subject to Department of Neighborhood Empowerment (hereinafter "Department") and legal constraints.
2. To consistently and diligently outreach to the diverse and changing Sunland-Tujunga community.
3. To respect the autonomy of all individuals, groups, and organizations in the community.
4. To be fair, open, and transparent in the conduct of STNC business.

ARTICLE III BOUNDARIES

Section 1: Boundary Description

- Starting at the Intersection of Wentworth St and the 210 Freeway
- Northeast along Wentworth St to Foothill Blvd STNC Bylaws

- Northwest along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park,
- Following the Eastern boundaries of the Angeles Golf Club North to the property lines of the Riverwood Ranch community.
- Continuing along the perimeter of the property lines until Ebey Canyon Rd.
- Following Ebey Canyon Road until Oro Vista Ave.
- Continuing in a straight line East until the Eastern most property lines of the Riverwood Ranch community
- Continuing South to Oro Vista Ave.
- Follow East on Oro Vista Ave to Big Tujunga Canyon Rd.
- East on Big Tujunga Canyon Rd to the boundary line of the City of Los Angeles
- Continue to follow the boundary line of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway.

The boundaries of the Council are set forth in Attachment A - Map of Sunland-Tujunga Neighborhood Council.

Section 2: Internal Boundaries –

Region 1

- Starting at the intersection of Foothill Blvd and Wentworth St - Northwest along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park, to the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave
- South on Mount Gleason Ave to Foothill Blvd
- West on Foothill Blvd to the intersection of Foothill Blvd and Wentworth St

Region 2

- Starting at the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave - North along Big Tujunga Canyon Rd to the northernmost property lines of the residential properties on Dellmont Dr
- East along the northernmost property lines of the residential properties on Dellmont Dr to the eastern property line adjacent to Linda View Pl
- South along said property line to the end of Seven Hills Pl
- East along Seven Hills Pl until it turns into Commerce Ave, then south along Commerce Ave to Foothill Blvd
- West on Foothill Blvd until Mount Gleason Ave

Region 3

- Starting at the intersection of Big Tujunga Canyon Rd and the northernmost property lines of the residential properties on Dellmont Dr - North along Big Tujunga Canyon Rd to the border of the City of Los Angeles

- South along the border of the City of Los Angeles, and following the border of the City of Los Angeles until it intersects with Foothill Blvd
- West on Foothill Blvd to Commerce Ave
- North on Commerce Ave until it turns into Seven Hills Pl, then continue on Seven Hills Pl until its terminus
- North along the eastern property line adjacent to Linda View Pl until the northernmost property lines of the residential properties on Dellmont Dr

Region 4

- Starting at the intersection Wentworth St and the 210 Freeway - North on Wentworth St to Foothill Blvd
- East on Foothill Blvd until it intersects with the border of the City of Los Angeles
- South on the border of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway

ARTICLE IV STAKEHOLDER

STNC community stakeholders shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations

A. Stakeholder Rights

1. To vote to elect the Board of Representatives as specified in Article X.
2. To participate in discussion on an action, policy, or position before the STNC.
3. To participate in an advisory vote at any regular or special meeting.
4. To make use of initiative, reconsideration, election challenge, recall and grievance procedures described in these by-laws.
5. To participate as an elected Representative or Executive Officer, a Chairperson or a member on a Standing or Ad-Hoc Committee, and assist with the various activities of the STNC described in these by-laws.

B. Stakeholder Privacy – The STNC community stakeholder database will be deemed confidential to the fullest extent of the law as permitted by the Public Records Act.

The STNC shall encourage all community stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

ARTICLE V GOVERNING BOARD

The Board of Representatives (“Board”) shall be the Governing Body of the STNC 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 twenty-two (22) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The Board is comprised of:

- Five (5) Executive Officers
- Seven (7) Stakeholder Group Representatives
- One (1) At-Large Group Representative
- Eight (8) Geographical Representatives
- One (1) appointed, non-voting Parliamentarian

The composition of the Board must be such that no one community stakeholder group comprises a majority of the Board.

A. **Executive Officers** - There are five (5) Executive Officers, elected at large:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer

B. **Stakeholder Group Representatives**

Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing business and educational, faith-based, and community, service, youth, and special-interest organizations located in the community or meeting regularly in the community.

C. **At-Large Group Representative**

One (1) At-Large Representative shall be elected from stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older at the time of filing for candidacy

D. **Geographical Representatives**

Eight (8) Geographical Representatives shall be elected from community stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following districts within the STNC boundary area:

1. North Sunland Region: North of Foothill Boulevard, from the western STNC domain boundary east to Mount Gleason Avenue and Big Tujunga Canyon Road.
2. North Sunland Region: North of Foothill Boulevard, from the western STNC domain boundary east to Mount Gleason Avenue and Big Tujunga Canyon Road.
3. North-West Tujunga Region: North of Foothill Boulevard, from Mount Gleason Avenue and Big Tujunga Canyon Road to Commerce Avenue and Seven Hills Drive.
4. North-East Tujunga Region: North of Foothill Boulevard, from the eastern STNC domain boundary west to Commerce Avenue and Seven Hills Drive.
5. South Sunland-Tujunga Region: South of Foothill Boulevard.

Two (2) Geographical Representative shall represent each region. Geographical Representatives shall represent the interests of the community stakeholders within their region. Geographical Representative shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their districts. Geographical Representative Representatives shall actively outreach to community stakeholder groups and individuals within their regions.

Region boundaries shall be based upon population density, distinct neighborhoods within the community, and distribution of diverse populations and interests. It is expected that region boundaries may need to be changed over time, and that these changes will be made by means of bylaws amendments.

E. Parliamentarian

The Parliamentarian shall advise the Board on conduct in accordance with the Brown Act, STNC bylaws, standing rules, and Robert's Rules of Order. The Parliamentarian shall be a member of the Executive Committee, and shall be appointed by the STNC President. The Parliamentarian shall not

have a vote on either the Executive Committee or the Board, and does not count toward forming a quorum.

Section 2: Quorum – No meeting shall take place without the presence of at least eleven (11) of the twenty-one (21) members of the Board, constituting a quorum. A minimum of three (3) of the five (5) Executive Officers shall be required at STNC regular, special and Executive Committee meetings for a quorum to be present.

Representatives and Executive Officers shall not meet and discuss STNC business in numbers meeting or exceeding a majority of a quorum – six (6) out of eleven (11), except in regular and special STNC meetings.

Section 3: Official Actions - The Board may vote on measures listed on the agenda. In general, a simple majority vote of the Board members present and voting, not including abstentions, is sufficient to pass a measure, with a tie being considered a failure to pass. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the current seated Board. Advisory votes by the community stakeholders in attendance may be held on an agenda item, and these advisory votes shall be a regular part of the way that the STNC conducts its business, but advisory votes of the stakeholders are not binding and not considered official actions of the STNC Board. Advisory votes by stakeholders taken during meetings shall not be by secret ballot, as precluded by the Brown Act.

Board members with a conflict of interest in a particular measure must abstain from voting on it. Conflicts of interest shall be as defined in the City of Los Angeles ethics laws. Board members under the age of eighteen (18) are prohibited from voting on measures involving legal contracts or expenditure of monies.

Section 4: Terms and Term Limits - The normal term of office for all Board seats is two (2) years. A Board member may serve no more than two (2) terms in the same office, and may thereafter run for any other seat for which he/she is qualified for according to stakeholder, community interest or residency status. No community stakeholder may serve in any combination of voting positions on the Board for more than eight (8). A former Board member can serve in any position after a one term hiatus. There is no restriction on the term of service of the Parliamentarian, but the Parliamentarian is not a voting member of the Executive Committee or of the Board.

Section 5: Duties and Powers - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community. The Board shall also exercise all other authority granted to Neighborhood Councils by the City of Los Angeles.

- A. **Conflicts of Interest** - Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies.

- B. Restriction on Political Campaigns** - The STNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidates' forums, or announcement of such forums. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.
- C. Vote of Confidence** - If a Board member feels it necessary to do so, he or she may request a vote of confidence from the Board. This shall be conducted as a regular vote by the members of the Board, reflecting the Board's judgment of the conduct of the person requesting the vote. The vote shall be advisory only, with no particular result required.

Section 6: Vacancies - Vacancies on the Board may be filled by appointments made by the remaining Board members. Appointees must meet the same qualifications as elected Board members as set forth in Article V, Section 1. In selecting appointees to the Board, the Board shall pursue diversity in stakeholder representation, and assure that no one stakeholder group becomes a majority of the Board.

The Board is authorized to continue actively searching for an appointee until sixty (60) days prior to the next election. In any case a quorum of the Board membership must be maintained for meetings to take place.

Appointed Board members, except the Parliamentarian, are subject to the same rules for resignation, removal, and recall as the elected Board members.

Section 7: Absences – Any Board member having three (3) consecutive absences or four (4) absences in 12 consecutive months from General STNC meetings is considered to have tendered their resignation. At the President's discretion, that resignation may be accepted or rejected. If accepted, the President shall direct the Secretary to send a certified letter to the person, stating that he/she is no longer a member of the Board of the STNC.

Additionally, the Board may independently remove any Board member when that person is absent from four (4) or more General STNC meetings during a period of twelve (12) consecutive months. A two thirds (2/3) vote of the entire Board is required for removal. If the motion passes, the Secretary shall send a certified letter to the person, stating that he/she is no longer a member of the Board of the STNC.

Section 8: Censure – Intentionally left blank.

Section 9: Removal - A Board member may be removed by the community stakeholders by means of the recall procedure. Community stakeholders may recall a Representative or Executive Officer by submitting a petition for a recall election accompanied by the

signatures of the following numbers of validated community stakeholders:

- For Executive Officers and Stakeholder Group Representatives, at least two-thirds (2/3) as many validated signatures are required as the number of votes cast in total for that seat in the last election.
- For Geographical Representative Representatives, at least two-thirds (2/3) as many validated signatures are required as the number of votes cast in total for that seat in the last election, and these signators must live, work, or own property in that Representative's district.

The petition and signatures may be submitted to any member of the Executive Committee. The Executive Committee must then schedule a vote of the stakeholders to recall or retain the Board member. The recall vote must take place no later than sixty (60) days after submission of the petition. If the recall pertains to a Geographical Representative, then only those registered community stakeholders in the Representative's district shall be allowed to vote. A two-thirds (2/3) majority of the votes cast in total for that seat is required to recall the Board member. A recalled Board member shall be eligible to run in the next Board election, provided that he or she still qualifies as a community stakeholder.

Section 10: Resignation - Any Board member may resign by submitting a written resignation to the President or Recording Secretary. Notice of the resignation shall be posted and archived by the Recording Secretary. The Board may opt to appoint a replacement for the resigned Officer or Representative if the resignation takes place more than sixty (60) days prior to the next regular election of Board members.

If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.

Section 11: Community Outreach - The STNC shall establish procedures for communicating with all community stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which, all together, comprise the Executive Committee: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The Executive Officers and the Parliamentarian shall form the Executive Committee of the Board.

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. There are five (5) Executive Officers elected at large:

- A. **President** - Shall chair regular, special and Executive Committee meetings and

shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council, or may delegate someone to represent the STNC to these bodies.

- B. **First Vice President** - First Vice President- Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. He/She shall be the liaison between the Board and STNC/community improvement projects.

He/She shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated.

In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to elect a new President to serve out the remainder of the term; the new President must be chosen from those current board members who have served a minimum of twelve months on the current Board.

- C. **Second Vice President** – Shall chair the Outreach Committee. He/She shall assume the duties of the President when both the President and First Vice President are unable to do so.

- D. **Secretary** - Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City government agencies. He/She will be responsible for maintaining the contact lists of STNC Board and committee members and community stakeholders, and shall coordinate with the staff Logistics Manager to ensure the timely posting of notices of Board meetings, committee meetings, elections, and other items of interest to the STNC community. He/She shall take minutes at the Agenda and Board meetings in the absence of the appointed Recorder.

- E. **Treasurer** - Shall be responsible for holding the monies of the STNC, and for maintaining records of income and expenditures and current balance, and keeping the records current. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department's required quarterly reports and all other paperwork and reports required by the Department in a timely manner.

Executive Officers are expected to act in the interest of the STNC and the Sunland-

Tujunga community as a whole.

Section 3: Selection of Officers - Officer positions are elected during the elections of the STNC.

Section 4: Officer Terms - The normal term of office for all Executive Officers is two (2) year. An Executive Officer may serve up to two (2) consecutive terms in any particular office, and may thereafter run for any other seat for which he/she is qualified by community stakeholder group or residency status.

ARTICLE VII COMMITTEES AND THEIR DUTIES

STNC community stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee President.

Section 1: Standing Committees - Standing Committees must meet at least once per month and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least seventy-two (72) hours in advance with an agenda. Minutes of the meeting must be recorded and archived, and must be made available for public inspection.

- A. **Executive Committee** – This committee consists of the five (5) Executive Officers and the non-voting Parliamentarian. The Executive Committee:
- Meets at least once per month.
 - Is chaired by the STNC President.
 - Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
 - Acts as the administrative body for the STNC.
 - Recommends actions to the Board.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Although the Executive Committee may recommend actions to the Board, the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

- B. **Outreach Committee** – This committee is considered to be a permanent and on-going function of the STNC consisting of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Outreach Committee:
- Meets at least once per month.
 - Is chaired by the Second Vice President.

- Has 5 Board members, consisting of the Second Vice President, and (1) Geographical Rep from each of the four Regions.
- Has up to 10 non-board stakeholder members
- Makes Geographical Representatives responsible for outreach to their respective regions.
- Is expected to make regular and continuing efforts to inform and solicit input and STNC participation from the diverse elements of the community.
- Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.

The Outreach Committee shall be comprised of the second Vice President of Outreach, one (1) Geographical Rep from each of the four Regions and up to 10 non-board Stakeholder members. A quorum of the Outreach Committee meeting consists of four (4) Committee members. A Majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.

C. **Budget and Finance Committee** - This committee consists of the Treasurer and four (4) other stakeholders who may or may not be Board members, who shall be appointed by the Board. At least one (1) of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Investigates and pursues sources of income and funding for the STNC.
- Generates a financial plan for each electoral term, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.

A quorum for a Budget and Finance Committee meeting consists of three (3) members, including at least one (1) Board member. At least three (3) votes in favor or three (3) votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

D. **Land Use Committee** - This committee consists of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land Use Committee:

- Meets at least once per month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.
- Issues reports and recommendations to the Board on issues and developments within its purview.

The Land Use Committee shall contain eleven (11) full members and four (4) alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven (7) members, and at least six (6) votes in favor or at least six (6) votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

Section 2: Ad Hoc Committees – Ad-Hoc Committees may be established as deemed appropriate by the Board, to carry out the work of the STNC. An Ad-Hoc Committee will be automatically dissolved when their task is completed. Committees may meet when and as needed, but are subject to the requirements of the Brown Act regardless of whether or not they are comprised only of STNC Board members.

Section 3: Committee Creation and Authorization – Additional Standing Committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee, the Board shall appoint any and all committees and committee chairs, and ratify all committee members. Each committee must have at least one (1) Board member appointed to it and this Board member must be present for the Committee to formally take action.

ARTICLE VIII MEETINGS

All meetings shall be conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy. Ongoing outreach shall be performed to inform

community stakeholders of meetings.

Section 1: Meeting Time and Place - All meetings shall be held within Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - Regular STNC meetings shall be held once per calendar month, where possible, with no fewer than ten (10) regular meetings held per calendar year and with no more than one (1) calendar month skipped in sequence.
- B. **Special Meetings** - Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the President.

Section 2: Agenda Setting - The Executive Committee shall establish the agendas for regular STNC meetings at Executive Committee meetings called for that purpose. These agenda meetings shall be open to the public and subject to the requirements of the Brown Act.

Community stakeholders may force the Board to consider a measure by means of an initiative. Proponents of a measure must draft the measure that they wish to see passed, and obtain the signatures of at least fifty (50) validated community stakeholders. The drafted measure and signatures must then be submitted to a member of the Executive Committee. The Executive Committee is then required to place the item on the agenda of the next regular meeting of the STNC, or to call a special meeting if it deems it appropriate to do so. At the meeting the measure may be discussed and debated, and then voted upon by the Board. As with other measures before the Board, reconsideration is permitted. An initiative that fails to pass may not be re-submitted until after the next election of Board members. An initiative may not be submitted for a measure already considered by the Board during the current elective term, except for a reconsideration initiative.

Community stakeholders may force the Board to conduct an advisory vote by stakeholders on any measure on a regular or special meeting agenda, where such a vote was not already provided for on the agenda. The advisory vote shall be conducted in the normal manner and shall be non-binding, but shall become part of the meeting record. A petition bearing the signatures of ten (10) validated stakeholders is sufficient to force an advisory vote on a measure before the board. The petition must be submitted within one (1) business day after the posting of the meeting agenda.

Section 3: Notifications/Posting – Agendas shall be posted in at least one (1) twenty-four (24) hour accessible physical location and the STNC website in compliance with City policy. Agendas must be posted and emailed to the STNC email database and to the Department at least seventy-two (72) hours before regular meetings and twenty-four (24) hours before special meetings.

Section 4: Reconsideration - The Board may reconsider and amend its action on items listed on the agenda if reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either occasion, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter, and (2) a proposed action, should the Motion be approved. A Motion for Reconsideration can only be made by a Board member who previously voted on the prevailing side of the original action taken, or by a stakeholder initiative as described in Article VIII, Section 2. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action who wishes to initiate a reconsideration must submit a memorandum to the Recording Secretary identifying the matter to be reconsidered, as well as a brief description of the reason(s) for requesting reconsideration, at the next regular meeting.

Community stakeholders may force the Board to reconsider a measure by submitting a reconsideration initiative. This initiative process operates in the same manner as the regular initiative process described above. The initiative must be submitted no later than seventy-two (72) hours before the next regular meeting of the STNC after the measure to be reconsidered was voted upon, so that the reconsideration can be placed on the agenda for that meeting. The initiative shall result in two (2) items being added to the agenda, one (1) for reconsideration of the previously voted measure, and one (1) for proposed action to be taken should the Board vote to reconsider. The initiative should specify the proposed action to be taken.

ARTICLE IX FINANCES

The STNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and the Plan for a Citywide System of Neighborhood Councils, and as stated in the certification application. STNC further agrees to comply with all reporting requirements as prescribed by the Department. The Treasurer shall comply with the accounting requirements of GAAP.

ARTICLE X ELECTIONS

Section 1: Administration of Election. The STNC's election will be conducted pursuant to all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, 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. All community Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the STNC elections.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status by providing acceptable documentation.

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

- A. The Stakeholder Group Representative candidates must provide proof that his/her organization/group affirms that s/he is their representative and that s/her attends monthly meetings at the location/branch within the STNC boundaries.

Section 7: Because the Groups that are being represented are at least as important as the person representing them, it is imperative that on all documents related to the operations of the elections, including especially ballots, and all forms of informational documents, circulars, flyers, and other voter information that the Stakeholder Group be represented along with the candidate's name that is running to represent said group.

ARTICLE XI GRIEVANCE PROCESS

Any STNC community stakeholder who is adversely affected by a decision of the Board, or who feels the conduct of the Board is not in accordance with the governing principles, may submit a written grievance to any member of the Executive Committee. An appointed Grievance Committee shall review the grievance and advise the community stakeholder of the outcome within thirty (30) days of the submission. Submitted grievances must be announced by the Secretary at the next regular meeting of the STNC. If a Board vote is required to resolve the grievance, it should be held at this meeting. If the community stakeholder is not satisfied with the outcome, he or she may then petition the Department for mediation. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The conduct of meetings shall be based on the following four standards, in decreasing order of priority:

- Any and all applicable laws, including the Brown Act
- Bylaws
- Standing Rules
- Robert's Rules of Order, Newly Revised

The Parliamentarian shall advise the Board on proper conduct per these rules.

ARTICLE XIII AMENDMENTS

Amendment of bylaws requires approval of both the Board and the Department. An amendment may be initiated by a Board member as an agenda item request, or by a community stakeholder via the initiative process. The amendment shall then be placed on the agenda of the next regular STNC meeting, or the Executive Committee may call a special meeting of the STNC if it is deemed appropriate. A two-thirds (2/3) majority vote of the entire Board at least fifteen (15) votes in favor – is required to approve an amendment. After an amendment is approved, it must be submitted to the Department along with a statement of ratification by the Board. When approval of the amendment is received from the Department, the amendment becomes part of the bylaws.

ARTICLE XIV COMPLIANCE

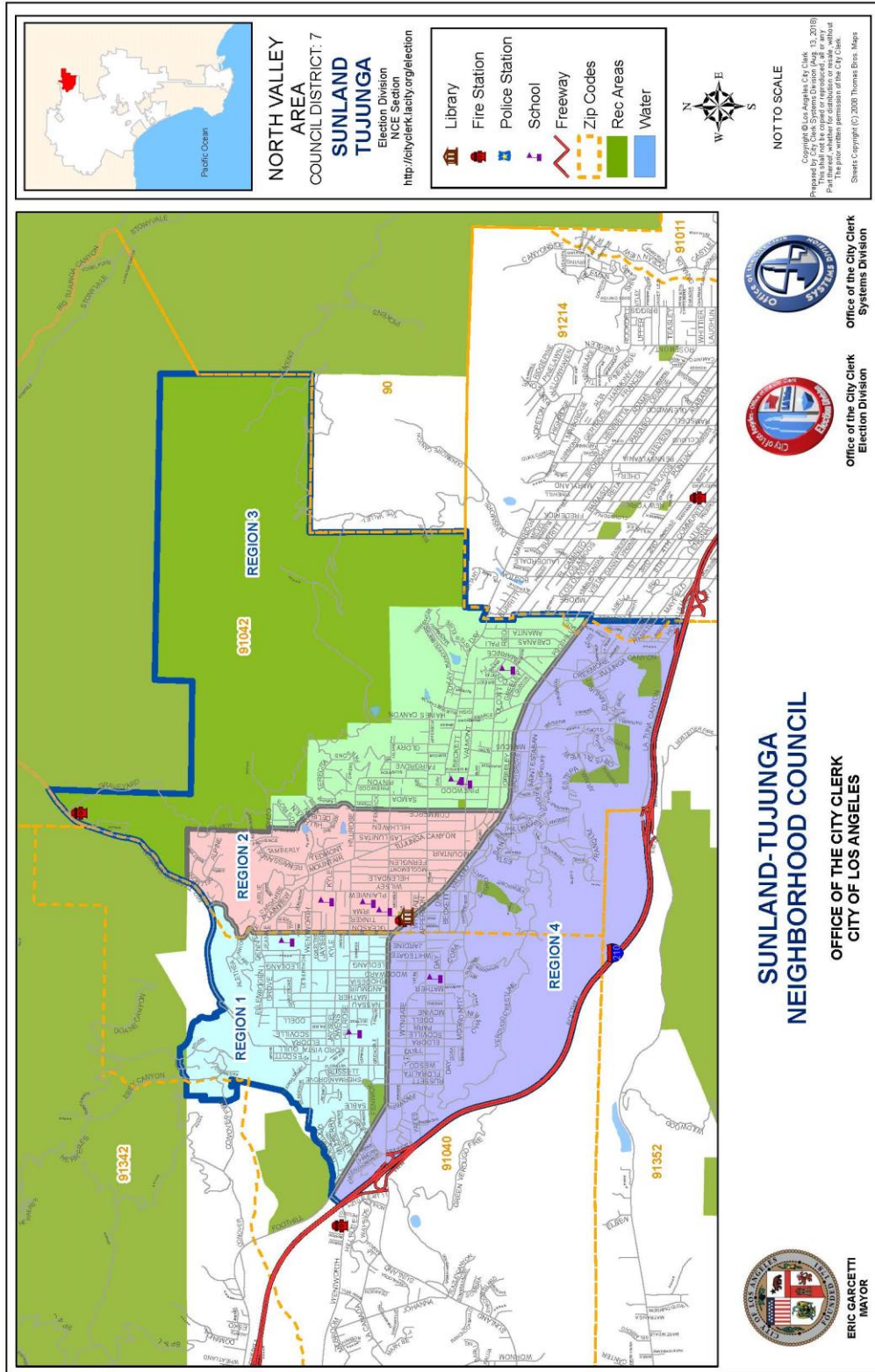
The STNC shall be subject to any and all applicable sections of the City of Los Angeles governmental ethics ordinances, including Los Angeles Municipal Code Section 49.5.1. All applicable laws of local, state, and federal government shall be the minimum ethical standard for STNC, its Board, and its stakeholders.

Section 1: Code of Civility - The STNC, its representatives and all Community Stakeholders shall conduct all STNC 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 must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment - Intentionally left blank.

ATTACHMENT A – Map of Sunland-Tujunga Neighborhood Council



ATTACHMENT B – Governing Board Structure

Sunland-Tujunga Neighborhood Council – 22 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
First Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Second Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Secretary Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Treasurer Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Stakeholder Group Representatives Term: 2 Years	7	Elected	Stakeholders who live within the STNC boundaries and who are 18 years old and part of an organization which has a facility and/or holds monthly meetings within the boundaries of the STNC, and the Stakeholder Group Representative regularly attends meetings at the branch of the organization.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
At-Large Group Representative Term: 2 Years	1	Elected	Stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own property within the STNC boundaries or those who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older.
Region 1 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 1 and are 16 years old at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 1 and are 16 years of age or older.
Region 2 Representative Terms: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 2 and are 16 years old at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 2 and are 16 years of age or older.
Region 3 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 3 and are 16 years old at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 3 and are 16 years of age or older.
Region 4 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 4 and are 16 years old at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 4 and are 16 years of age or older.
Parliamentarian	1	Appointed	The Parliamentarian shall be a member of the Executive Committee, and shall be appointed by the STNC President.	Not Applicable