

VENICE NEIGHBORHOOD COUNCIL BYLAWS

Approved by Department of Neighborhood Empowerment 1.26.2014

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ARTICLE I: NAME

The name of the organization shall be Venice Neighborhood Council (VNC). It shall be organized as a public Neighborhood Council, dedicated to the empowerment of the Venice community.

ARTICLE II: PURPOSE

A. Mission Statement: To improve the quality of life in Venice by building community and to secure support from the City of Los Angeles for the resources needed to achieve our goals.

B. Purpose: The purpose of the VNC shall be:

1. To engage the broad spectrum of Stakeholders for collaboration and deliberation on matters affecting the community including events, issues and projects.
2. To work with other organizations in Venice and other Los Angeles Neighborhood Councils that want help in accomplishing their objectives or projects that the Venice Neighborhood Council desires to support.
3. To promote Stakeholder participation and advocacy in Los Angeles City government decision-making processes and to promote greater awareness of available City resources.
4. To be an advocate for Venice to government and private agencies.

C. Policy: The policy of the VNC shall be:

1. To respect the Stakeholders as the ultimate authority and controlling force of the Venice Neighborhood Council.
2. To consistently and diligently outreach to the diverse and ever-changing Venice community.
3. To respect the autonomy of all individuals, groups, and organizations within the community.
4. To maintain the confidentiality of the Voting Member database as required by law.

ARTICLE III: BOUNDARIES

Section 1: Boundary Description

Boundaries of the VNC shall follow the traditional boundaries for Venice, as set forth in the City of Los Angeles Venice Area Specific Plan and the City of Los Angeles Planning and Land Use Map for Venice, with one exception, as noted below. These traditional

boundaries are approximately described as the City of Santa Monica to the North, the Pacific Ocean to the West, Marina del Rey (unincorporated County of Los Angeles) to the South, and Walgrove Avenue, the eastern edge of the Venice High School grounds, Culver City, Walnut, Del Rey and Lincoln Boulevard on the East. The exceptions to these traditional boundaries are:

The area between Walgrove Ave. and Beethoven St. contains many of the schools serving the Venice Community including Venice High, Mark Twain Junior High, Walgrove Elementary and Beethoven Elementary. The grounds of these schools shall be considered an overlap area with the Neighborhood Council established by the Mar Vista community (see Attachment A – Map of Venice Neighborhood Council).

Section 2: Internal Boundaries

Not applicable.

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 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. “Stakeholders” are defined as Non-Community Interest Stakeholders and Community Interest Stakeholders.
- a. Non-Community Interest Stakeholders **are defined as** individuals who live, work, or own real property within the VNC boundaries.
 - b. Community Interest Stakeholders **are defined as** 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.

B. Any Stakeholder who chooses to register may become a “Voting Member.” Voter registration shall be conducted in accordance with Article X, as interpreted by the election rules of the City of Los Angeles. Proof of Stakeholder status shall be required for voting rights to be effected.

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C. Stakeholders’ Member’s Rights: Members-Stakeholders shall have at minimum the following rights:

1. To vote to elect the Board of Officers, as specified in Articles VI and X.
2. To comment on an action, policy, or position.
3. To make use of initiative, recall, and grievance procedures outlined in Articles V. and X.
4. To participate in and provide feedback at all meetings of the VNC.

5. To participate on standing and ad hoc committees and assist with the various activities of the VNC, as specified in Article VII.

The VNC shall encourage all 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, gender, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

ARTICLE V: GOVERNING BOARD

Section 1: Composition

The Governing Body of the VNC shall be the Board of Officers. The Board of Officers is comprised of twenty-one (21) voting Officers as follows:

- Seven (7) Executive Officers
- ~~Fourteen-Thirteen~~ (14/13) Community Officers
- One (1) Community Interest Community Officer

The Immediate Past President shall serve as a non-voting ex-officio member of the Board of Officers and the Administrative Committee and shall be the principal conduit of the Neighborhood Council institutional memory.

Section 2: Quorum

A minimum of eleven (11) Officers shall be required to be present at Board of Officers meetings to establish a quorum.

Section 3: Official Actions

A majority vote of Officers present, not including abstentions, shall be sufficient for the Board of Officers or the Administrative Committee, as appropriate, to rule on business, unless otherwise stated in these Bylaws

Section 4: Terms and Term Limits

Each term of office shall be two (2) years. Terms shall begin at the first Board meeting once the election results are finalized by the City and shall end with the commencement of the terms of their successors. See Article X (Elections) for further details. There are no limits to the number of terms that a Board Officer may serve.

Section 5: Duties and Powers

- A. The Board of Officers shall establish policies and positions of the VNC at its meetings and review and recommend actions to governmental and other entities on issues affecting the Venice community.

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~~B. Community Officers shall serve on or chair at least one (1) Standing VNC Committee, and shall serve on and/or chair other committees.~~

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C. Conflict of Interest: The VNC shall be subject to applicable sections of the City of Los Angeles Governmental Ethics Ordinances. Applicable laws of local, state, and federal government shall be the minimum ethical standard for the VNC and its Board of Officers.

D. Restriction on Political Campaigns: The VNC shall not participate in any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidate forums.

Section 6: Vacancies

Vacant Board seats shall be filled by a majority vote of the remaining elected Officers. Officers selected in this manner shall serve as Board Officers until the next election.

Section 7: Absences

~~If an Officer fails to consistently attend those meetings at which he or she is expected, the Board may remove the Officer and declare the seat vacant. Officers are expected to attend all Board of Officers, and Stakeholder meetings. Absence from four (4) consecutive meetings or seven (7) or more meetings during the previous any, twelve (12) months period, shall be deemed a failure to consistently attend. A three-quarters (3/4) vote of Officers present at a Board of Officers meeting is required for removal. Such action shall be effective immediately upon the Board vote to remove. In such case, the President shall send a certified letter to the person, stating that he or she is no longer an Officer.~~

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Section 8: Censure

~~Censure - The Board can take action to publically reprimand a Board member for actions conducted in the course of VNC business by censuring the Board member at a Board meeting. Censures shall be placed on the agenda for discussion and action shall be taken by a simple majority of Board members present and voting..~~

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~~The Venice Neighborhood Council opts out of this section.~~

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Section 9: Removal

~~A. The Board may remove any Officer whenever the best interests of the VNC would be served. No Officer shall be removed for any arbitrary, capricious or discriminatory reason. Removal of a Board Officer requires a three-quarters (3/4) vote of the Board Officers present and voting at a meeting.~~

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B. If an Officer is elected to any City of Los Angeles political office, he or she must immediately resign from the Board.

C. **Recall:** Recall is the procedure by which Voting Members may ~~remove~~ initiate the removal of an elected Officer. Any Voting Member may put forth a Recall petition by presenting a petition to the Secretary with no less than two hundred (200) signatures of Voting Members supporting the motion.

Receipt of this completed petition by the Secretary shall trigger this item being scheduled as an action item on the Agenda at a separate Election Meeting to be held not less than thirty (30) days or more than ninety (90) days following receipt of the completed petition. Notice of the Recall petition, including the name of the Officer subject to Recall, shall be made in all public meeting notices and announcements for the upcoming meeting at which the Recall shall be voted on.

Removal of the Officer by Recall requires a three-quarters (3/4) majority vote of the ~~Voting Board~~ Members present and voting at the Election Meeting, not to be less than two-hundred (200) votes in favor of the Recall.

Section10: Resignation

Any Officer may resign by submitting a written resignation to the President ~~or and~~ the Secretary. The Board does not have to formally accept a resignation for it to become effective.

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Section 11: Community Outreach

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

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

ARTICLE VI: OFFICERS

Section 1: Executive Officers

The VNC Board of Officers shall have seven (7) Executive Officers: President, Vice-President, Secretary, Treasurer, Communications Officer, Community Outreach Officer, and Land Use and Planning Committee Chair.

Section 2: Duties and Powers

The primary duties of the Executive Officers are:

A. President

- Chairs the ~~Stakeholder~~ Board of Officers and Administrative Committee meetings.
- Sets agenda for Administrative Committee meetings

- Appoints chairs of the Ad Hoc Committees, subject to veto by a majority of Administrative Committee
- Acts as chief liaison with Los Angeles City and other government agencies for delivery of Community Impact Statements, [California Public Records Act requests](#), and other correspondence

B. Vice President

- Assumes the duties of the President when the President is unavailable and performs other duties as delegated by the President
- Chairs the Neighborhood Committee
- Acts as chief liaison with other Neighborhood Councils
- Maintains oversight of Standing and Ad Hoc Committees

C. Secretary

- Responsible for producing accurate minutes of Stakeholder, Board of Officers and Administrative Committee meetings and for submitting the minutes for public posting no later than seven (7) days after the meeting at which they are approved but not more than forty-five (45) days after the meeting at which the minutes were taken.
- Maintains all public records of the VNC
- Receives and logs all submissions and correspondence to the VNC and refers them to the appropriate Officer or Committee within seven (7) days

D. Treasurer

- Chairs the Budget and Finance Committee
- Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements
- Submits financial reports to the Board of Officers at every regular meeting

E. Communications Officer

- Oversees the maintenance and updating of the VNC website.
- Responsible for email announcements to Stakeholders
- ~~- Responsible for the on-time posting of all meeting notices and agendas pursuant to the Brown Act~~

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~~Responsible for posting of the minutes of meetings received from the Secretary or Committee Chairs within three (3) days~~

- Responsible for maintaining and updating the Stakeholder database and ensuring its confidentiality

F. **Community Outreach Officer**

- Chairs the Community Outreach and Events Planning Committee
- Organizes quarterly [Stakeholder Town Halls meetings](#) and special events
- Works with Stakeholders, Board Officers, and Committees to promote participation in VNC activities
 - [Is in charge of all VNC equipment.](#)

G. **Land Use and Planning Committee Chair**

- Chairs the Land Use and Planning Committee
- Responsible for preparation and submission of all required reports to the Board of Officers

Section 3: **E**lection of Officers

All Officers are elected by the Stakeholders during the Board election process.

Section 4: **Officer Terms**

A Board Officer's term shall be for the duration of two (2) years or until a successor is elected or appointed. Officers may be removed via the process described in Article V, Section 9.

ARTICLE VII: **COMMITTEES AND THEIR DUTIES**

Stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee Chair. Unless otherwise defined by the bylaws, the size, composition and quorum are left to the discretion of each Committee and its Chair.

Section 1: **Standing Committees**

The following Standing Committees shall be established:

- A. **Administrative Committee:** Consists of eight (8) Officers, including the President, Vice-President, Secretary, Treasurer, and four (4) Community Officers who shall be [selected](#) by the fourteen (14) Community Officers at the first Board of Officers meeting. Chaired by President. Sets agenda for Board of Officers and Stakeholder meetings. [Approves the mission statements of proposed Ad Hoc Committees and](#) [can veto Ad Hoc Committee Chair appointments.](#) Administrative Committee meetings shall require a minimum of four (4) members to be present to

establish a quorum. The Administrative Committee shall meet at least every two (2) months. The Community Officer members may be removed by a majority vote of the Community Officers.

B. Neighborhood Committee: Chaired by the Vice President. Using the eight (8) existing neighborhoods defined in the Venice Specific Plan plus the additional neighborhood east of Lincoln Boulevard as a guide, the Committee shall consist of, at a minimum, nine (9) Stakeholders, one (1) from each neighborhood, plus the Chair. Nine (9) Neighborhood Committee members shall be elected by the Board of Officers from a list of candidates who have formally communicated to the Board their desire to serve on the Neighborhood Committee. The Board shall, within thirty (30) days after beginning their term, hold a Board of Officers meeting for the election of Neighborhood Committee members. The candidate with the highest vote totals in each of the nine (9) districts shall be elected. Other neighborhoods and/or Stakeholders representing other neighborhoods or neighborhood interests may then be added at the discretion of the Neighborhood Committee. The committee shall promote greater awareness of available City resources and services and act as a conduit between the Board and Venice neighborhoods, assisting in community outreach and bringing neighborhood issues to the attention of the Board. Committee members selected by the Board may be removed by a majority vote of the full Board.

C. Rules and ~~Elections~~ Selections Committee: Chaired by Community Officer as nominated by the Administrative Committee, subject to approval of the Board of Officers. Proposes Election ~~Selection~~ Procedures, Bylaws and Standing Rules to the Board of Officers. Holds grievance hearings and makes findings and recommendations to the Board.

D. Budget and Finance Committee: Chaired by Treasurer. Oversees and administers all VNC financial matters, including system of financial accountability as required by the Department and the City of Los Angeles.

E. Outreach and Event Planning Committee: Chaired by Community Outreach Officer. Organizes quarterly Stakeholder meetings Town Halls and special events. Performs ongoing outreach to Stakeholders.

F. Land Use and Planning Committee: The Land Use and Planning Committee shall review, take public input, report on and make recommendations of actions to the Board of Officers on any land use and planning issues affecting the community.

The Land Use and Planning Committee (LUPC) shall consist of nine (9) Stakeholders including the elected Chair. No Board Officer may serve as a LUPC member with the exception of the Land Use and Planning Committee chair, Eight (8) LUPC members shall be slected by the Board of Officers from a list of candidates who have formally communicated to the Board their desire to serve on the Land Use and Planning Committee. The Board shall, within thirty (30) days after beginning their term, hold a Board of Officers meeting for the selection of LUPC members. The eight (8) candidates with the highest vote totals shall be elected.

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A LUPC member may be removed from service by a ~~two-thirds (2/3)~~ majority of the full Board of Officers. Vacancies shall be filled in the same manner that committee members were originally selected. Add Neighborhood and Adcomm members in the appropriate spots.

The Land Use and Planning Committee recommendations to the Board of Officers shall be in the form of a written report, which shall include a project description, pros & cons, a summary of community input and any LUPC findings.

G. **Education Committee:** Chaired by Community Officer nominated by the Administrative Committee, subject to approval of the Board. The Venice Neighborhood Council Education Committee provides a sounding board for the Venice Family of Schools and parents to keep neighborhood students in the Venice "pipeline", enhance student performance through strengthening ties to community agencies and organizations, and continuing to advise elected officials on policies affecting the quality of education in the Venice Family of Schools. ~~The Committee has the general responsibility for addressing the issues, concerns, programs and services related to the education of children, youth, and adults and developing specific strategies and policies for influencing and achieving constructive outcomes within the schools, classrooms, and other education/learning centers that serve the Venice Community.~~

H. **Ocean Front Walk Committee:** Chaired by Community Officer nominated by the Administrative Committee, subject to approval of the Board. The Committee has the general responsibility for addressing the issues, concerns, programs and services that affect the various stakeholders and interests on the Venice Boardwalk and Venice Beach. These include, but are not limited to: free speech, performance, merchants, tourism, sanitation and recycling, public nuisance, public safety, and interaction with law enforcement and other officials of the City and County of Los Angeles.

I. **Arts Committee:** Chaired by Community Officer nominated by the Administrative Committee, subject to approval by the Board. The Committee has the general responsibility to support and encourage the arts in Venice.

Section 2: Ad Hoc Committees

Ad Hoc Committees may be established as deemed appropriate by the Board of Officers. Chairs are appointed by the President. Ad Hoc Committee chairs shall be automatically removed of Ad Hoc Committee chairs if no meeting in 2 months. their committees have not met in 90 days.

Section 3: Committee Creation and Authorization

A. **Committee Creation:** Committees may be created as outlined in Article VII, Sections 1 & 2 above.

B. **Committee Authority:** Committees may only make recommendations. All committee recommendations shall be brought back to the full Board for discussion and action. Put in Chair responsibility

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- C. The VNC Committee Chairs are responsible for posting agendas and meeting announcements for their committee meetings in accordance with the Brown Act and the Plan for Neighborhood Councils.
- D. The VNC Secretary is responsible for producing accurate minutes of Stakeholder, Board of Officers and Administrative Committee meetings. The VNC Standing & Ad Hoc Committees chairs are responsible for producing accurate minutes of their respective committees. The VNC Secretary and the VNC Standing & Ad Hoc Committees chairs are responsible for public posting of minutes on the VNC website no later than seven (7) days after the meeting at which they are approved but not more than 45 days after the meeting at which the minutes were taken.

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Section 1: Meeting Time and Place.

- A. The Board of Officers shall meet at least every two (2) months. Meeting time and location shall be determined by the Board of Officers.
- B. ~~Stakeholder Meetings~~ (Town Halls) shall be held at least quarterly and are under the jurisdiction of the Outreach Committee.

Section 2: Agenda Setting

The Administrative Committee shall establish the Agenda for Board of Officers meetings. Any Stakeholder can request that a matter be placed on the Agenda for any Board of Officers meeting by making such request to the Secretary. If such an Agenda request is not included on the Agenda by the Administrative Committee, the President shall notify that Stakeholder in a timely manner as to why the item was not included on the Agenda. A petition signed by sixty (60) Voting Members may override this determination and require that item to be placed on the Agenda of a Board of Officers meeting within sixty (60) days.

Committee agendas shall be created by the Committee Chair.

Section 3: Notifications/Postings

Meetings shall be open to the public as required with proper notice as mandated by the Department and the Brown Act. Ongoing outreach shall be performed to inform Stakeholders of meetings.

Section 4: Reconsideration

The VNC shall follow the procedure for reconsideration as described in Robert's Rules.

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 for their approval.

~~E. At least once each quarter the Budget Committee shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.~~

~~F.E.~~ The VNC will not enter into any contracts or agreements except through the Department.

ARTICLE X: ELECTIONS

Section 1: Administration of Election

The VNC'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

A. **Executive Officers:** Seven (7) Executive Officers are elected at-large by the non-community interest stakeholder Voting Members.

B. **Community Officers:**

1. Thirteen (13) Community Officers are elected at-large by the non-community interest Voting Members.

2. One (1) community interest Community Officer is elected by all voting members.

3. Only Community interest Voting Members shall be entitled to run ~~only~~ for the one (1) community interest Community Officer and may not run for any of the other elected seats.

C. Voting:

1. Voting for election of Officers shall be by ballot.
2. If more than two (2) candidates are running for an Executive Officer position, a plurality shall be sufficient to elect unless the election procedures direct otherwise.
3. No voting by proxy is allowed.

~~4. Each community interest Voting Member shall be entitled to cast one (1) vote for a community interest Community Officer candidate. If more than one (1) community interest candidate is on the community interest ballot, the community interest candidate with the highest vote total shall be elected. In the event that there are no community interest candidates, the Community Officer receiving the next highest vote total shall be elected. Ambiguous, total also includes non-Community Interest Stakeholders~~

54a. Each non-community interest Voting Member shall be entitled to cast votes as follows:

- One (1) vote for President
- One (1) vote for Vice President
- ~~One (1) vote for Secretary~~
- One (1) vote for Treasurer
- One (1) vote for Community Outreach Officer
- One (1) vote for Land Use and Planning Committee Chair
- One (1) vote for only one (1) Community Officer. This may either be a Community interest Community Officer or a Community Officer. ~~The Community Officer candidates with the thirteen (13) highest vote totals shall be elected; EXCEPT, if there is no community interest candidate, the Community Officer candidates with the fourteen (14) highest vote totals shall be elected.~~

4b. Each community interest Voting Member shall be entitled to cast one (1) vote for a community interest Community Officer candidate.

4c. The Community Officer candidates with the thirteen (13) highest vote totals and the Community Interest Community Officer with the highest vote total shall be elected; EXCEPT, if there is no community interest candidate, the Community Officer candidates with the fourteen (14) highest vote totals shall be elected.

Section 3: Minimum Voting Age

Any Stakeholder who is sixteen (16) years or older, or a junior or senior in high school, may vote.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their stakeholder status by providing documentation acceptable to the City Clerk—Election Division supporting that declaration. Community interest stakeholders will also be required to provide a form of documentation to substantiate their community interest claim.

Section 5: Restrictions on Candidates Running for Multiple Seats

An individual may not run for more than one (1) seat in the same election.

Section 6: Other Election Related Language

Not applicable.

Section 7 Initiatives

Initiative: An Initiative is a procedure by which Voting Members may directly petition for a proposal and secure its submission to the Voting Members for approval. The initiative process does not apply to Amendment of these Bylaws. Any Voting Member may put forth an Initiative by presenting a petition to the Secretary with one-hundred (100) signatures of Voting Members supporting the motion. The petition shall include a paragraph of fifty (50) words or less outlining the purpose and content of the Initiative.

- A. Receipt of this completed petition by the Secretary shall trigger this item being scheduled as an action item on the Agenda at a separate Election Meeting to be held not less than thirty (30) days or more than ninety (90) days following receipt of the completed petition. Notice of the Initiative, including the outline paragraph of fifty (50) words or less, shall be made in all public meeting notices and announcements for the upcoming meeting at which the Initiative shall be voted on.
- B. Passage of the Initiative requires a majority vote of the Voting Members present and voting at the Election Meeting, not to be less than one hundred (100) votes in favor of the Initiative.
- C. If the Initiative passes, the Voting Member(s) who put forth the Initiative must be willing to chair and/or organize an Ad Hoc Committee (when appropriate) to carry out the action of the Initiative, if so directed by the Administrative Committee or the Board of Officers.

ARTICLE XI: GRIEVANCE PROCESS

Any Stakeholder who is adversely affected by a decision of the Board of Officers may submit a written Grievance to the Secretary. All grievances shall be referred to the Rules and Elections Committee for review and recommendation to the Board of Officers. The Board shall review the grievance and committee findings. All grievances shall be reviewed and appropriate action taken not more than sixty (60) days after receipt of the grievance.

Article XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order (current version) shall serve as the Governing Parliamentary Authority of the VNC. An unbiased Parliamentarian may be appointed by the President

to assist in the resolution of parliamentary issues. In the case of conflict between these Bylaws and the Governing Parliamentary Authority, these Bylaws shall prevail.

Standing Rules may be adopted by the Board of Officers to supplement these Bylaws. Such rules shall be in addition to these Bylaws and shall not be construed to change or replace any Bylaw. In the case of conflict between these Bylaws and a Standing Rule, these Bylaws shall prevail. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board of Officers.

ARTICLE XIII: AMENDMENTS

Amendment of these Bylaws shall be in writing and shall follow one (1) of the following two (2) procedures:

A. Amendment by Board of Officers:

~~1. Requires a two-thirds (2/3) majority vote of the full Board of Officers, and~~

~~2. Must be ratified by a majority of the Voting Members present and voting at a subsequent meeting, not to be less than fifty (50) Voting Members voting in support of the Amendment. This meeting shall be held not less than thirty (30) days nor more than ninety (90) days following the approval of the Amendment by the Board of Officers.~~

B. Amendment by Voting Members: Voting Members may amend these Bylaws by presenting a petition to the Secretary with no less than two-hundred (200) signatures of Voting Members supporting the motion. All revisions to the Bylaws shall use strikethroughs to denote deletions from the Bylaws and underlines to denote additions to the Bylaws.

1. Receipt of the completed petition by the Secretary shall trigger the item being scheduled as an action item on the Agenda at a separate meeting to be held not less than thirty (30) days nor more than ninety (90) days following receipt of the completed petition.

2. Passage of the Amendment requires a two-thirds (2/3) majority vote of the Voting Members present and voting at the meeting.

Amendment of the Bylaws passed by either of the above methods is subject to approval by the Department.

ARTICLE XIV: COMPLIANCE

Section 1: Code of Civility

All Officers and Stakeholders shall abide by the Rules of Civility as specified by the Department.

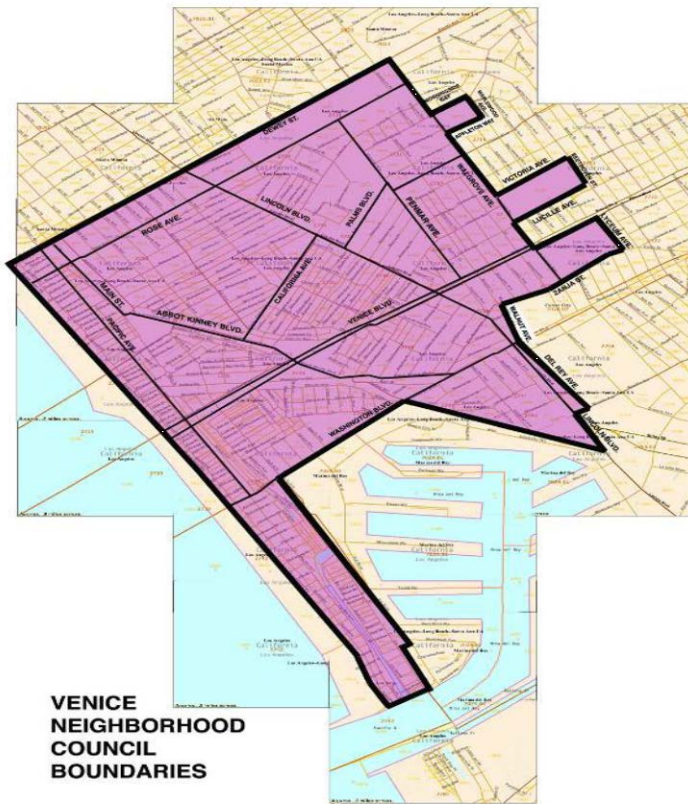
Section 2: Training

~~All Board Officers shall take training in the fundamentals of Neighborhood Councils, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City. Any Board Officer who has not received a certificate of completion for the mandated ethics training within fifty five (55) days of taking office, whether by appointment or election, will be prohibited from voting on any land use issues or financial expenditures of any city funds. All Board members must take ethics and funding training prior to making motions and voting on funding related or land use matters. There is no grace period.~~

Section 3: Self Assessment

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

ATTACHMENT A – Map of Venice Neighborhood Council



ATTACHMENT B - Governing Board Structure and Voting

| Office | Number | | Who may run | Who may vote |
|---|--------|---------|--|--|
| President Term: 2 Years | 1 | Elected | Stakeholder who lives, works or owns real property within the VNC boundaries who is 16 years or older. | Stakeholders who live, work, or own real property within the VNC boundaries who are 16 years or older. |
| Vice-President Term: 2 Years | 1 | Elected | Stakeholder who lives, works or owns real property within the VNC boundaries who is 16 years or older. | Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older. |
| Secretary Term: 2 Years | 1 | Elected | Stakeholder who lives, works or owns real property within the VNC boundaries who is 16 years or older. | Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older. |
| Treasurer Term: 2 Years | 1 | Elected | Stakeholder who lives, works or owns real property within the VNC boundaries who is 16 years or older. | Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older. |
| Chair of Land Use and Planning Committee Term: 2 Years | 1 | Elected | Stakeholder who lives, works or owns real property within the VNC boundaries who is 16 years or older. | Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older. |
| Communications Officer Term: 2 Years | 1 | Elected | Stakeholder who lives, works or owns real property within the VNC boundaries who is 16 years or older. | Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older. |
| Outreach Officer Term: 2 Years | 1 | Elected | Stakeholder who lives, works or owns real property within the VNC boundaries who is 16 years or older. | Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older. |
| At-Large Community Officers Term: 2 Years | 13 | Elected | Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older. | Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older. |

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|--|---|---------|--|---|
| Community Interest Community Officer Term: 2 Years | 1 | Elected | <u>Stakeholders who do not live, work, or own real property within the VNC boundaries who are 16 years or older and who affirm 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</u> Stakeholder who is 16 years or older. | <u>All Stakeholderd 16 years or older</u> Stakeholder who is 16 years or older. |
|--|---|---------|--|---|