

**BYLAWS  
OF  
VENICE NEIGHBORHOOD COUNCIL**

Approved by Department of Neighborhood Empowerment 03.XX.2022

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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.

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.

(5) To remain non-partisan with respect to political party affiliation and inclusive in the Council's operations including, but not limited to, the process of

electing or selecting the Board of Officers and Committee members, as herein set forth.

(6) To utilize the Early Notification System (ENS) to inform the Council and Stakeholders and Community Interest Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process.

(7) To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation.

(8) To have fair, open, and transparent procedures for the conduct for all Council business.

### **ARTICLE III: BOUNDARIES**

#### **Section 1: Boundary Description**

**A. NORTH** – The City of Santa Monica.

**B. EAST** – Walgrove Avenue south to Morningside Way, Morningside Way east to Maplewood Avenue, Maplewood Avenue South to Appleton Way, Appleton Way west to Walgrove Avenue, Walgrove Avenue South to Victoria Avenue, Victoria Avenue east to Beethoven Street, Beethoven Street South to Lucille Avenue, Lucille Avenue west to Walgrove Avenue, Walgrove Avenue South to Venice Boulevard, Venice Boulevard east to Lyceum Avenue, Lyceum Avenue south to Zanja Street, Zanja Street west to Walnut Avenue, Walnut Avenue (name changes at Washington Boulevard) south to Washington Boulevard, west to Lincoln Boulevard, Lincoln Boulevard south to the border of Marina Del Rey.

**C. South** – Marina Del Rey.

**D. West** – The marina and the Pacific Ocean.

The traditional eastern boundary of Venice between the City of Santa Monica and Zanja Street is Walgrove Avenue, however 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. The boundaries of the Council are set forth in Attachment A – Map of the Venice Neighborhood Council.

## Section 2: Internal Boundaries

Not applicable.

### ARTICLE IV: STAKEHOLDER

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

(1) Lives, works, or owns real property within the boundaries of the Neighborhood Council;

(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

(3) 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.

B. Stakeholder Rights: Stakeholders and Community Interest Stakeholders shall have, at minimum, the following rights:

(1) To vote in the election of 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 and Community Interest 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. See EmpowerLA.org, the Department of Neighborhood Empowerment for additional information.

## **ARTICLE V: GOVERNING BOARD**

### **Section 1: Composition**

A. 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:

- (1) Seven (7) Executive Officers
- (2) Thirteen (13) Community Officers
- (3) One (1) Community Interest Community Officer

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

C. No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

D. When a Board Officer ceases to maintain their Stakeholder or Community Interest Stakeholder status pursuant to these Bylaws, their position shall be deemed vacant.

### **Section 2: Quorum**

A minimum of eleven (11) Officers shall be required to be present at Board of Officers meetings to establish a quorum. A majority of committee members shall constitute a quorum at committee meetings. Floating quorum is not allowed.

### **Section 3: Official Actions**

A majority vote of Officers present and voting, 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. An abstention is treated as a non-vote.

### **Section 4: Terms and Term Limits**

Each Board 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.

B. At-Large and Community Interest Community Officers shall serve on or chair at least one (1) VNC Committee.

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. In no event shall a vacant seat be filled where an election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Candidates to fill vacancies must meet the same criteria as required for general elections of the Board.

### **Section 7: Absences**

Any Board Officer who misses three (3) regularly scheduled consecutive Board meetings or five (5) total Board meetings during any twelve (12) month period will be automatically removed from the Board. Each Board Officer absence shall be recorded in the Council's meeting minutes or other manner of Council record keeping, and that, upon missing the required number of Board meetings for removal, the President shall provide notice to that Board Officer that their seat has been declared vacant and announce the vacancy at the next regular Board meeting. When the position is announced as vacant it will be filled via the Council's vacancy clause. Any regularly scheduled Board of Officers meeting noticed as per Brown Act shall constitute a meeting for the purpose of determining Board Officer attendance. The Council shall consult with the Office of the City Attorney throughout any Board removal process. For purpose of

Absences, only; a full meeting's attendance by a Board Officer is defined as more than half the duration of the entire meeting. The Secretary shall keep a record of the arrival and departure times of all Board Officers.

## **Section 8: Censure**

**Censure** - The purpose of the censure process is to place a Board Officer on notice of misconduct and to provide the Board Officer with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board Officer 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 Officer:

(1) A motion to censure a Board Officer may be initiated by any three (3) Board Officers. Those Board Officers 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 Officer.

(2) The Board Officer, group of Board Officers 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 Officer 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 censure will be considered.

(4) The Board Officer 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 Officer should be censured. The Board Officer 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 Officer be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

### **Section 9: Removal**

Any Board Officer 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 Officer 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 Officer:

(1) A motion to remove a Board Officer may be initiated by any three (3) Board Officers. Those Board Officers 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 Officer. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

(2) The Board Officer, group of Board Officers 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 Officer 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 censure will be considered.

(4) The Board Officer 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 Officer should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board Officers. The Board Officer 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 Officer 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 Officer. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the Board Officer 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 Officer.

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 Officer 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 Officer will be considered reinstated.

g. During the period of appeal the Board Officer 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 Officer 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 Officers 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**

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

### **Section 11: Community Outreach**

The VNC shall direct that a system of outreach be instituted to inform the Venice community 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 Officers shall be responsible for participating in the VNC's outreach efforts.

## **ARTICLE VI: OFFICERS**

### **Section 1: Officers of the Board**

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**

- (1) Chairs the Board of Officers and Administrative Committee meetings.
- (2) Sets agenda for Administrative Committee meetings
- (3) If the Administrative Committee cannot meet, sets the Agenda for the Board of Officers meeting.
- (4) Appoints chairs of the Ad Hoc Committees, subject to veto by a majority of Administrative Committee
- (5) 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**

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

#### **C. Secretary**

- (1) Responsible for producing accurate minutes of Board of Officers and Administrative Committee meetings and for submitting the minutes.

- (2) Maintains all public records of the VNC.
- (3) Receives and logs all submissions and correspondence to the VNC and refers them to the appropriate Officer or Committee within seven (7) days.
- (4) Keeps EmpowerLA informed of any roster changes.
- (5) Maintains and publicizes the Board of Officers' attendance records and compliance with DONE's mandatory requirements.

**D. Treasurer**

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

**E. Communications Officer**

- (1) Oversees the maintenance and updating of the VNC website.
- (2) Responsible for email announcements to Stakeholders
- (3) Responsible for maintaining and updating the Stakeholder database and ensuring its confidentiality

**F. Community Outreach Officer**

- (1) Chairs the Community Outreach Planning Committee
- (2) Organizes quarterly Town Halls and special events
- (3) Works with Stakeholders, Board Officers, and Committees to promote participation in VNC activities
- (4) Is in charge of all VNC equipment
- (5) Arranges to have refreshments at VNC Board of Officers meetings

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

- (1) Chairs the Land Use and Planning Committee

(2) Responsible for preparation and submission of all required reports to the Board of Officers

### **Section 3: Election of Officers**

All Officers are elected by the Stakeholders during the Board Officers 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. The President shall be an ex officio member of every committee so long as, in so being, the President's membership does not conflict with the Bylaws, for example as it does in the case with Land Use and Planning Committee. However, the President, when attending a committee meeting in ex-officio capacity, shall not be counted toward establishing a committee quorum and shall not have voting rights.

### **Section 1: Standing Committees**

Creation and termination of standing committees shall be accomplished by amending these Bylaws. The following are the current Standing Committees:

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. All Administrative Committee meetings shall be agendized as joint meetings with the Board of Officers. Chaired by President. Sets agenda for Board of Officers 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 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 of Officers their desire to serve on the Neighborhood Committee. The Board of Officers shall, within sixty (60) days after beginning their term, hold a Board of Officers meeting for the selection of Neighborhood Committee members. The candidate with the highest vote totals in each of the nine (9) districts shall be selected. 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 of Officers and Venice neighborhoods, assisting in community outreach and bringing neighborhood issues to the attention of the Board of Officers. Committee members selected by the Board of Officers may be removed by a majority vote of the full Board of Officers.

C. **Rules and Selections Committee:** Chaired by Community Officer as nominated by the Administrative Committee, subject to approval of the Board of Officers. Proposes Selection Procedures, Bylaws amendments, and Standing Rules to the Board of Officers.

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. Vets all Neighborhood Purpose Grants. Reviews all spending applications and identifies which budget line items they will come from.

E. **Outreach:**—Chaired by Community Outreach Officer. Organizes quarterly 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 selected by the Board of Officers from a list of candidates who have formally communicated to the Board of Officers their desire to serve on the Land Use and Planning Committee. The Board of Officers shall, within sixty (60) 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 selected.

A LUPC member serves until a replacement has been selected by the Board of Officers. A LUPC member may be removed from service by a majority of the full Board of Officers.

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. 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. The Ocean Front Walk Committee encompasses the public space of Venice Board Walk and Venice Beach.

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

Committee chairs who select the members of their Committee shall also have the right to remove members from said Committee.

## **Section 2: Ad Hoc Committees**

The Board of Officers may create or may terminate an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions, or recommendations to the Board of Officers. An Ad Hoc Committee must have a defined purpose and limited timeframe, and carry out a specific task. Ad Hoc Committees shall be terminated automatically if they have not met in 90 days. Ad Hoc committees shall have a term of one year or until the seating of a new Board, whichever comes first. Ad Hoc committees that wish to be renewed for an additional term shall appear before the Board of Officers prior to their termination date and provide a written report describing their activities to date and why they seek renewal.

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

**A. Committee Creation:** Committees may be created as outlined in Article VII, Sections 1 & 2 above. Ad Hoc committee members shall be selected by the chair, and may be removed by the chair.

B. **Committee Authority:** Committees may only make recommendations. All committee recommendations shall be brought back to the full Board of Officers for discussion and/or action.

C. The VNC Committee Chairs are responsible for creating and posting agendas and minutes for their committee meetings in accordance with the Brown Act and the Plan for Neighborhood Councils.

## **Article VIII: MEETINGS**

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

### **Section 1: Meeting Time and Place.**

All physical meetings shall be held within the Council boundaries at a location, date, and time set by the Board of Officers or their Committees.

A. **Regular Meetings** – Regular Board of Officers meetings shall be held at least every two (2) months and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board of Officers shall determine the length of time and format of the public comment period as appropriate.

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 Board Officer, Stakeholder, Community Interest Stakeholder, or committee chair can request that a matter be placed on the Agenda for any Board of Officers meeting by completing and submitting an Agenda Request Form and providing all necessary documentation. If such an Agenda request is not included on the Agenda by the Administrative Committee, the President shall notify that requestor in a timely manner as to why the item was not included on the Agenda. A petition signed by sixty (60) validated stakeholders may override this determination and require that item to be placed on the Agenda of a Board of Officers meeting within sixty (60) days. If Adcom cannot meet, the president may unilaterally create the Agenda for a Board of Officers meeting. The President has final authority over the Adcom Agenda. The president shall have the authority to override the Board of Officers Agenda approved by Adcom.

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 of Neighborhood Empowerment and the Brown Act. Ongoing outreach shall be performed to inform Stakeholders and Community Interest Stakeholders of meetings. The Board of Officers will abide by the Board of Neighborhood Commissioners' Neighborhood Council Agenda Posting Policy. Committee chairs must notify members when the Agenda is posted.

### **Section 4: Minutes**

Minutes shall be posted on the VNC Website 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.

### **Section 5: Reconsideration**

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

## **ARTICLE IX: FINANCES**

**A.** The Board of Officers 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 of Officers 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 of Officers detailed reports of the Council's accounts for their approval.

**E.** Neither the VNC Board of Officers nor any VNC committee shall enter into any contracts or agreements except through the Office of the City Clerk.

## 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 VNC Stakeholders. Candidates must be Stakeholders who are at least 18 years of age on Election Day.

B. **At-Large Community Officers:** Thirteen (13) At-Large Community Officers are elected by VNC Stakeholders. Candidates must be VNC Stakeholders who are at least 18 years of age on Election Day.

C. **Community Interest Community Officer:** One (1) Community Interest Community Officer is elected by VNC Community Interest Stakeholders (See Article IV). Candidates must be VNC Community Interest Stakeholders who are at least 18 years of age on Election Day.

D. **Voting:** Any Stakeholder or Community Interest Stakeholder who is at least 16 years of age on Election Day may register and vote. 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 or Community Interest Stakeholder status shall be required for voting rights to be effected.

(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 Stakeholder shall be entitled to vote as follows:

(a) One (1) Vote for President

(b) One (1) Vote for Vice President

(c) One (1) Vote for Secretary

(d) One (1) Vote for Treasurer

(e) One (1) Vote for Communications Officer

- (f) One (1) Vote for Community Outreach Officer
- (g) One (1) Vote for Land Use and Planning Committee Chair
- (h) One (1) vote for only one (1) At-Large Community Officer.

(6) Each Community Interest Stakeholder shall be entitled to cast one (1) vote for a Community Interest Community Officer candidate.

(7) The At-Large 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 Community Officer candidate, the At-Large Community Officer candidates with the fourteen (14) highest vote totals shall be elected.

**Section 3: Minimum Voting Age**

A Stakeholder or Community Interest 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 by providing documentation acceptable to the City of Los Angeles and/or 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.

**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 Department of Neighborhood Empowerment with a copy sent to the Rules and Selections Committee Chair. Only Board of Officers decisions may be the subject of a grievance.

**Article XII: PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order (current version) shall serve as the Governing Parliamentary Authority of the VNC. A 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:** Requires a two-thirds (2/3) majority vote of the full Board of Officers.

B. **Amendment by Stakeholders:** Stakeholders may amend these Bylaws by presenting a petition to the Secretary with no less than two-hundred (200) signatures of Stakeholders 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 full Board of Officers.

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

### **ARTICLE XIV: COMPLIANCE**

#### **Section 1: Code of Civility**

Board Officers will abide by the Board of Neighborhood Commissioners' Neighborhood Council Board Member Code of Conduct Policy.

#### **Section 2: Training**

Neighborhood Council Board Officers are required to complete all mandatory trainings in order to vote on issues that come before the Board. Trainings available to Board Officers are created to ensure success during their period of service. All Board Officers shall complete mandatory trainings as prescribed by the City Council, the Board of Neighborhood Commissioners, the

Office of the City Clerk, Funding Division, and the Department of Neighborhood Empowerment.

Board Officers not completing mandatory trainings provided by the City within 45 days of being seated or after expiration of the training, shall lose their Council voting rights on **all** items before the Board.

### **Section 3: Self-Assessment**

The VNC may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

## APPENDIX

# ATTACHMENT A – Map of Venice Neighborhood Council



**ERIC GARCETTI**  
MAYOR

## VENICE NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK  
CITY OF LOS ANGELES



Office of the City Clerk  
Election Division



Office of the City Clerk  
Systems Division

## ATTACHMENT B - Governing Board Structure and Voting

Office	Number	ELECTED or APPOINTED?	Who may run	Who may vote
President Term: 2 Years	1	Elected	Stakeholders who live, work or own real property within the VNC boundaries who is 18 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	Stakeholders who live, work or own real property within the VNC boundaries who is 18 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	Stakeholders who live, work or own real property within the VNC boundaries who is 18 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	Stakeholders who live, work or own real property within the VNC Boundaries who is 18 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	Stakeholders who live, work or own real property within the VNC boundaries who is 18 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	Stakeholders who live, work or own real property within the VNC boundaries who is 18 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	Stakeholders who live, work or own real property within the VNC Boundaries who is 18 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 18 years or older.	Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older.
Community Interest/Community Officer Term: 2 Years	1	Elected	Stakeholders who do not live, work or own real property within the VNC boundaries who are 18 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.	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 NC's boundaries and who may be in a community organization, such as, but not limited to, educational, non-profit, and or religious organizations.