

SECTION I

City of Los Angeles Charter and Administrative Code

Article IX

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

ARTICLE IX

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

Section

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Sec. 900. Purpose.

To promote more citizen participation in government and make government more responsive to local needs, a citywide system of neighborhood councils, and a Department of Neighborhood Empowerment is created. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

Sec. 901. Department of Neighborhood Empowerment.

The Department of Neighborhood Empowerment shall have the duties and responsibilities set forth in this **Article** and elsewhere in the Charter to implement and oversee the ordinances and regulations creating the system of neighborhood councils enacted pursuant to Section [905](#). Duties and responsibilities shall include:

- (a) prepare a plan for the creation of a system of neighborhood councils to ensure that every part of the City is within the boundary of a neighborhood council, and has an opportunity to form a neighborhood council (Plan);
- (b) assist neighborhoods in preparing petitions for recognition or certification, identifying boundaries that do not divide communities, and organizing themselves, in accordance with the Plan;
- (c) arrange Congress of Neighborhood meetings if requested to do so by recognized neighborhood councils;

- (d) assist neighborhood councils with the election or selection of their officers;
- (e) arrange training for neighborhood councils officers and staff;
- (f) assist neighborhood councils to share resources, including offices, equipment, and other forms of support for them to communicate with constituents, other neighborhood councils and with government officials; and
- (g) perform other duties as provided by ordinance.

Sec. 902. Board of Neighborhood Commissioners.

- (a) There shall be a board of seven commissioners to be known as the Board of Neighborhood Commissioners (board). Commissioners shall be appointed by the Mayor, and shall be from diverse geographic areas, as further specified by ordinance. Appointment and removal of commissioners shall otherwise be in accordance with Section [502](#).
- (b) The board shall be responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations, but shall not be responsible for day-to-day management.
- (c) The board shall operate in accordance with Sections [503](#) through [508](#) and [510](#) of the Charter.

Sec. 903. General Manager.

- (a) There shall be a general manager of the Department of Neighborhood Empowerment who shall be appointed by the Mayor, subject to confirmation by the Council, and may be removed as provided in Section [508](#).
- (b) The general manager shall have those powers and duties set forth in Section [510](#).
- (c) The general manager shall appoint, discharge and prescribe the duties of staff, consistent with the civil service provisions of the Charter.

Sec. 904. Development of the Neighborhood Council Plan.

The Department of Neighborhood Empowerment shall develop a Plan for a citywide system of neighborhood councils, in conformance with the following:

- (a) The Department of Neighborhood Empowerment shall seek public input in the formulation of the Plan.
- (b) The Plan shall contain a statement of goals, policies and objectives of the Neighborhood Council system, and shall contain specific regulations, in draft ordinance format (Regulations) which, if adopted by ordinance, would be sufficient to implement the Plan.
- (c) The Regulations shall establish the method by which boundaries of neighborhood councils will be determined. The system for determining boundaries shall maintain neighborhood boundaries to the maximum extent feasible, and may consider community planning district boundaries where appropriate.

(d) The Regulations must ensure that all areas of the City are given an equal opportunity to form neighborhood councils.

(e) The Regulations shall establish the procedure and criteria for recognition or certification of neighborhood councils.

(f) The Regulations shall not restrict the method by which the members of a neighborhood council are chosen, if the process otherwise satisfies the requirements of this [Article](#).

(g) The Regulations shall require that neighborhood councils adopt fair and open procedures for the conduct of their business.

(h) The Mayor and Council shall provide for the creation of the Department of Neighborhood Empowerment and appointment of the general manager within 120 days of the effective date of this [Article](#).

Sec. 905. Implementation of the Plan.

The Department of Neighborhood Empowerment shall complete development of the Plan and present the Plan and all necessary Regulations for a system of neighborhood councils to the Council and Mayor within one year of the establishment of the department and commission. The Council shall consider the Regulations, and within six months after presentation of the Plan to Council may adopt ordinances to implement the Regulations as proposed, or as modified by the Council consistent with the requirements of the Plan set forth in Section [904](#). If implementing ordinances are not adopted within this time period, the Regulations shall become effective, and to the extent not inconsistent with law shall be binding upon all City departments and offices.

Sec. 906. Certification of Neighborhood Councils.

(a) **By-laws.** Each neighborhood council seeking official certification or recognition from the City shall submit an organization plan and by-laws to the Department of Neighborhood Empowerment showing, at a minimum:

- (1) the method by which their officers are chosen;
- (2) neighborhood council membership will be open to everyone who lives, works or owns property in the area (stakeholders);
- (3) assurances that the members of the neighborhood council will reflect the diverse interests within their area;
- (4) a system through which the neighborhood council will communicate with stakeholders on a regular basis;
- (5) a system for financial accountability of its funds; and
- (6) guarantees that all meetings will be open and public, and permit, to the extent feasible, every stakeholder to participate in the conduct of business, deliberation and decision-making.

(b) **Petitioning for Certification and Approval.** Neighborhood councils may petition for certification or recognition in accordance with rules and procedures set forth in the Plan.

Sec. 907. Early Warning System.

The Regulations shall establish procedures for receiving input from neighborhood councils prior to decisions by the City Council, City Council Committees and boards and commissions. The procedures shall include, but need not be limited to, notice to neighborhood councils as soon as practical, and a reasonable opportunity to provide input before decisions are made. Notices to be provided include matters to be considered by the City Council, City Council Committees, and City boards or commissions.

Sec. 908. Powers of Neighborhood Councils.

Subject to applicable law, the City Council may delegate its authority to neighborhood councils to hold public hearings prior to the City Council making a decision on a matter of local concern.

Sec. 909. Annual City Budget Priorities.

Each neighborhood council may present to the Mayor and Council an annual list of priorities for the City budget. The Mayor shall inform certified neighborhood councils of the deadline for submission so that the input may be considered in a timely fashion.

Sec. 910. Monitoring of City Services.

Neighborhood councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their reasonable availability.

Sec. 911. Appropriation.

The Mayor and Council shall appropriate funds for the Department of Neighborhood Empowerment and for the startup and functioning of neighborhood councils for the first two years after the effective date of this [Article](#). Funds shall be appropriated into a special fund to be established by ordinance. The Mayor and Council shall thereafter appropriate funds for the department and neighborhood councils at least one year in advance of each subsequent fiscal year.

Sec. 912. Review.

The Mayor and Council shall appoint a commission as prescribed by ordinance to evaluate the provisions of this [Article](#), the Regulations adopted pursuant to this [Article](#), and the efficacy of the system of neighborhood councils no later than seven years after the adoption of the Charter. The commission shall make recommendations to the Council regarding changes to the Charter or the Regulations, as it deems appropriate.

Sec. 913. Transfer of Powers.

Notwithstanding any other provision of the Charter, the Mayor and Council shall not transfer powers, duties or functions of the Department of Neighborhood Empowerment to

any other department, office or agency pursuant to Section [514](#) during the first five years after implementation of the Plan pursuant to Section [905](#).

Sec. 914. Effect of Ordinances.

The Council may adopt ordinances concerning neighborhood councils consistent with requirements for the Plan set forth in Section [904](#) at any time, which ordinances shall supersede any inconsistent Regulations that have become effective pursuant to Section [905](#).

**HOLLYWOOD HILLS WEST
NEIGHBORHOOD COUNCIL
BYLAWS**

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ARTICLE I NAME

The name of this organization shall be the Hollywood Hills West Neighborhood Council (HHWNC).

ARTICLE II PURPOSE

The purpose of the HHWNC is to:

- Create a more livable community and City by establishing open lines of communication between the HHWNC and the government including other Neighboring Councils.
- Develop in the stakeholders a sense of personal pride and responsibility for their neighborhood and their City.
- Promote stakeholder participation in the government's decision-making process.
- Assist the City and other neighborhoods in finding solutions to common problems.
- Provide an open process by which all stakeholders of the HHWNC may involve themselves in the affairs of the community.
- Educate stakeholders so they can make informed decisions about the quality and condition of their communities.
- Promote the well-being of each and every neighborhood within the HHWNC boundaries.

ARTICLE III BOUNDARIES

Section 1: Boundary Description - The HHWNC will include the geographic area described as follows:

- Northern Boundary:** From property on eastern end of Forest Lawn Drive (APN 168B193-133) follow Los Angeles boundary between City of Burbank and City of Los Angeles line to northeast corner of Universal City boundary line. Continue on northern Universal City boundary line to 4048 N Lankershim. Continue on northern property line of 4048 N Lankershim to Lankershim Blvd. Continue to the western side of Lankershim to circumnavigate properties 4029 N. Lankershim Boulevard, 10619 and 10635 Valleyheart Drive Continue southwest behind parcels on Bluffside Dr to 101 Freeway. Continue south on the border of the 101 Freeway to Lankershim. Continue on Lankershim to its southern end. Continue south on the property line dividing 3600 and 3602 N. Lankershim intersecting with the backside of 10801 W Alta View Dr. Continue east tracing around the property line of 10800 W Alta View Drive onto the backside of parcel 10802 W Alta View Drive. Continue southwest on the backsides of 10806 to 10860 W Alta View Drive until it meets the dividing line between W 10900 Alta View Drive and 10946 Alta View Drive. Continue southeast on the dividing line connecting with eastern boundary of 10948 W. Alta View Drive. Continue around 10948 W. Alta View Drive to dividing line between 7803 and 7813 Mulholland Drive. Continue dividing line to Mulholland Drive. Continue Mulholland Drive West to Laurel Canyon
- Western Boundary:** Western Boundary: East side of Laurel Canyon Blvd. from Mulholland Drive south to Selma Avenue. Continue onto east side of Crescent Heights at Selma.

Continue South to Sunset. Continue west to City of West Hollywood Boundary. Continue south on City boundary line to southern boundary of 1475 N. Havenhurst.

- C. **Southern Boundary:** Southside of parcel 1475 Havenhurst continuing east on line between City of Los Angeles and West Hollywood until City boundary meets 8142 Sunset. Continue on City boundary east to 1842 N. Fairfax Avenue. Continue South on City boundary to Fountain Avenue. Continue east on City boundary to La Brea Ave. Continue La Brea Ave. north to Hollywood Blvd. Continue Hollywood Blvd east to Cahuenga Blvd.

- D. **Eastern Boundary:** From intersection of Hollywood Blvd and Cahuenga Blvd, continue north on Cahuenga to Cahuenga Terrace. Continue Cahuenga Terrace to Cahuenga. Continue Cahuenga north to Southern boundary of John Anson Ford Theatre. Continue East around John Anson Ford Theatre property line to the Northeast corner of the property. Continue north in a straight line, crossing Lake Hollywood to the dividing line between 6457 Tahoe Drive and DWP Parcel C. Continue up dividing line until the northeast corner of DWP Parcel C. Continue Northwest in straight line to Burbank Peak. Continue east on Aileen Getty Ridge Trail to Mt. Lee Drive. Continue Mount Lee drive east to Mt. Chapel Trail. Continue Mt. Chapel Trail to Mt. Chapel Peak. Continue north to intersection of southern and eastern boundaries of Forest Lawn Memorial Park, Hollywood Hills and Mt. Sinai Memorial Park. Continue north along eastern Boundary of memorial parks to the 101 Freeway exit at Forest Lawn Drive

Shared Asset: Universal City Metro Rail Stations is shared with Studio City NC.

Section 2: Internal Boundaries – There are nine (9) areas within the HHWNC boundaries:

Area 1: Hollywood Knolls/Manor/Lake Hollywood/Forest Lawn:

Northern Boundary: From property on eastern end of Forest Lawn Drive (APN 168B193-133) follow Los Angeles boundary between City of Burbank and City of Los Angeles line to northeast corner of Universal City boundary line.

Western Boundary:

Follow south City of Los Angeles boundary line to 101 Hollywood Freeway. Continue south to northwest corner of Ford Amphitheater property line.

Southern Boundary: From 101 Freeway to northeastern side of Ford Amphitheater property line.

Eastern Boundary: From Northeastern corner of Ford Amphitheatre property, continue north in a straight line, crossing Lake Hollywood to the dividing line between 6457 Tahoe Drive and DWP Parcel C. Continue up dividing line until the northeast corner of DWP Parcel C. Continue Northwest in straight line to Burbank Peak. Continue east on Aileen Getty Ridge Trail to Mt. Lee Drive. Continue Mount Lee drive east to Mt. Chapel Trail. Continue Mt. Chapel Trail to Mt. Chapel Peak. Continue north to intersection of southern and eastern boundaries of Forest

Lawn Memorial Park, Hollywood Hills and Mt. Sinai Memorial Park. Continue north along eastern Boundary of memorial parks to the 101 Freeway exit at Forest Lawn Drive.

Area 2: Cahuenga Pass/Universal

Northern Boundary: Northeast corner of Universal City boundary at Los Angeles City boundary. Follow northern boundary of Universal City west to 4048 N Lankershim. Continue on northern property line of 4048 N Lankershim to Lankershim Blvd Continue cross Lankershim Boulevard to western side of 10635 Valleyheart Drive.

Western Boundary: Western side of 10635 Valleyheart Drive Continue southwest behind parcels on Bluffside Dr to 101 Freeway. Continue south on the border of the 101 Freeway to Lankershim. Continue on Lankershim to its southern end. Continue south on the property line dividing 3600 and 3602 N. Lankershim intersecting with the backside of 10801 W Alta View Dr. Continue east tracing around the property line of 10800 W Alta View Drive onto the backside of parcel 10802 W Alta View Drive. Continue southwest on the backsides of 10806 to 10860 W Alta View Drive until it meets the dividing line between W 10900 Alta View Drive and 10946 Alta View Drive. Continue southeast on the dividing line connecting with eastern boundary of 10948 W. Alta View Drive. Continue around 10948 W. Alta View Drive to dividing line between 7803 and 7813 Mullholland Drive. Continue dividing line to Mulholland Drive.

Southern Boundary: Mulholland Dr. to Macapa Drive. Continue on southern border of Sunny Dell tract to Mullholland Drive. Continue on Mullholland to Cahuenga Blvd. East.

Eastern Boundary: From northeast corner of Universal City boundary line, follow Los Angeles City Boundary south to 101 Hollywood Freeway. Continue south to northwest corner of Ford Amphitheater property line.

Internal Boundary: The Universal City Metro Station and associated parking lot whose oversight is shared with the Studio City Neighborhood Council, including Campo de Cahuenga. Parcels within Universal City owned by the City of Los Angeles: 4048 N. Lankershim, 3838 – 3848 N. Lankershim, 111 Universal Drive, 333 E. Universal Drive, 555 E. Universal Drive, APN 2424045034, APN 2424045035.

City Northern Boundary: North side of 4048 Lankershim Boulevard to Western side of 10635 Valleyheart Drive.

Area 3: Yucca Corridor/Whitley Heights/Cahuenga East

Northern Boundary: From northeast corner of John Anson Ford Theatre, to 101 Freeway

Western Boundary: 101 Freeway south to Highland Avenue offramp, to Hollywood Boulevard.

Southern Boundary: Hollywood Boulevard between Highland Ave and Cahuenga Avenue intersections.

Eastern Boundary: Cahuenga Avenue North from Hollywood Boulevard to Cahuenga Terrace, north to Cahuenga Blvd to northeast corner John Anson Ford Theatre.

Area 4: Hollywood Heights/Hollywood Blvd

Northern Boundary: From Intersection of Highland Avenue Pilgrim Bridge continue around the northern and western borders of the Hollywood Bowl, continue north side of Broadview parcels.

Western Boundary: From the intersection of the northern most Broadview parcel, straight line southwest to 7098 W LaPresa Drive, continue south to North Sycamore. Continue south to Hollywood Boulevard.

Southern Boundary: Hollywood Boulevard between the intersections of Sycamore and Highland Avenue.

Eastern Boundary: Highland Avenue at Hollywood Boulevard, north to Pilgrim Bridge.

Area 5: Outpost/ Cahuenga West

Northern Boundary: Mulholland at Runyon Canyon entrance easterly to Macapa Drive, then continuing on southern border of Sunny Dell tract until connects again with Mullholland Drive Continue on Mullholland to Cahuenga Blvd. East.

Western Boundary: Mulholland Boulevard to Runyon Canyon entrance. Continue south on western Border of Runyon Canyon to La Brea Terrace. Continue East on La Brea Terrace to La Brea. Continue south to Hollywood Boulevard

Southern Boundary: Hollywood Boulevard between the intersections of Sycamore and La Brea Boulevard.

Eastern Boundary: From Intersection of Highland Avenue Pilgrim Bridge continuing around the northern and western borders of the Hollywood Bowl, Continue north side of Broadview parcels. Continue straight line southwest to 7098 W LaPresa Drive, continue south to North Sycamore. Continue south to Hollywood Boulevard.

Area 6: Nichols Canyon/Runyon Canyon/Wattles Park

Northern Boundary: Mullholland Drive between 7256 West Mulholland Drive to the east and 7710 Mulholland to the west.

Western Boundary: From 7701 Mulholland, continue alongside eastern border 7711 W. Flynn Ranch Road to eastern boundary of 3100 and 3101 N. Torreyson Place to northern boundary of Briar Summit Open Space Preserve. Continue around the perimeter of Briar Summit Open Space Preserve straight to 2870 N. Seattle Drive. Continue South on Seattle Drive to Woodrow Wilson. Continue east on Woodrow Wilson to eastern property line of 7620 W Woodrow Wilson Dr. Continue northern boundary of 2715 N Jalmia Drive. Continue East on southern

boundary of 2715 N. Jalmia Drive. Follow perimeter of 2715 N. Jalmia Drive to Continue south on the dividing property line between 2715 N. Jalmia Drive and 2608 N. Zorada Drive. Continue south on Jalmia Place to 7506 W Willow Glen Road. Continue due south to north border of APN 5569019006. Continue east around boundary of APN 5569019006. Continue west on southern side of APN 5569019006 to 1827 N. Nichols Canyon western border. Continue south behind parcels to APN 5551006026. Continue south on western side of APN5551006026 following western boundary of 1800 N. Binkley Drive and 7809 W. Hillside Ave until Ogden Drive. Continue south to Hollywood Boulevard

Southern Boundary: Hollywood Boulevard between Nichols Canyon on the West to La Brea Avenue on the East.

Eastern Boundary: 7256 W. Continue south on eastern border of Runyon Canyon to La Brea Terrace. Continue East on La Brea Terrace to La Brea Avenue. Continue south to Hollywood Boulevard.

Area 7: Spaulding Square/Hollywood-Sunset Flats

Area 7 is bounded by the City of West Hollywood to the west and south borders, Hollywood Blvd to the north and La Brea Ave to the east.

Northern Boundary: Hollywood Blvd (south side) between La Brea and Laurel Canyon / Crescent Heights Blvd.

Western Boundary: Hollywood Blvd at Crescent Heights South to Sunset. Sunset at Crescent Heights Blvd to City of West Hollywood border (just west of Havenhurst - 8212 Sunset Bl)

Southern Boundary: Sunset Blvd (south side) running along City of West Hollywood border, including residential and commercial parcels on Havenhurst south of Sunset Blvd. and west side of Fairfax Ave parcels (south of Sunset Bl-7900 Sunset). Fountain Ave (north side) between Fairfax Ave and La Brea Ave.

Eastern Boundary: West side of La Brea Ave between Fountain Ave and Hollywood Blvd.

Area 8: Mt. Olympus/Laurel Canyon Road

Northern Boundary: Willow Glen at Laurel Canyon continuing east to end of property line of 2374 N Laurel Canyon Road. Follow 2374 N Laurel Canyon Road's northeastern property line to intersection of 2425 N Mount Olympus. Follow to the east perimeter of 2425 N. Mount Olympus to Leicester Drive. Continue north on Leicester Drive to 2506 Thames Street (lot extends between Thames St and Leicester Drive). Continue northwest on dividing line between properties 2513 N Leicester Drive and 2506 N Thames Street. Continue northeast behind properties 2513 and 2543 N Leicester Drive. Follow property line of 2543 N Leicester Drive to 2506 Thames Street. Follow property line southeast where it meets Leicester Drive. Follow dividing line between 2548 N Thames Street and 2557 N. Leicester Drive to northeast

corner of 2557 N Leicester Drive. Follow dividing line between parcels 2558 to 2598 N Thames Place and 2557 to 2597 Leicester Drive. Continue east on northern boundary of 2579 N Woodstock Road to Willow Glen Road. Continue east on Willow Glen Road to 7506 W. Willow Glen Road.

Western Boundary: Eastern side of Laurel Canyon from Hollywood Boulevard continuing north to Willow Glen Road.

Southern Boundary: Northern side of Hollywood Boulevard between Nichols Canyon to the east and Crescent Heights to the west.

Eastern Boundary: 7506 W Willow Glen Road. Continue due south to north border of APN 5569019006. Continue east around boundary of APN 5569019006. Continue west on southern side of APN 5569019006 to 1827 N. Nichols Canyon western border. Continue south behind parcels to APN 5551006026. Continue south on western side of APN 5551006026 following western boundary of 1800 N. Binkley Drive and 7809 W. Hillside Ave until Ogden Drive. Continue south to Hollywood Boulevard

Area 9: Briar Summit/Woodrow Wilson/Mulholland Drive

Northern Boundary: South side of Mulholland Drive from 7710 Mulholland continue west to Laurel Canyon.

Western Boundary: Laurel Canyon from Mulholland Drive continue south to Willow Glen Road.

Southern Boundary: Willow Glen at Laurel Canyon continuing east to end of property line of 2374 N Laurel Canyon Road. Follow 2374 N Laurel Canyon Road's northeastern property line to intersection of 2425 N Mount Olympus. Follow to the east perimeter of 2425 N. Mount Olympus to Leicester Drive. Continue north on Leicester Drive to 2506 Thames Street (lot extends between Thames St and Leicester Drive). Continue northwest on dividing line between properties 2513 N Leicester Drive and 2506 N Thames Street. Continue northeast behind properties 2513 and 2543 N Leicester Drive. Follow property line of 2543 N Leicester Drive to 2506 Thames Street. Follow property line southeast where it meets Leicester Drive. Follow dividing line between 2548 N Thames Street and 2557 N. Leicester Drive to northeast corner of 2557 N Leicester Drive. Follow dividing line between parcels 2558 to 2598 N Thames Place and 2557 to 2597 Leicester Drive. Continue east on northern boundary of 2579 N Woodstock Road to Willow Glen Road. Continue east on Willow Glen Road to 7506 W. Willow Glen Road.

Eastern Boundary: From 7701 Mulholland, continue alongside eastern border 7711 W. Flynn Ranch Road to eastern boundary of 3100 and 3101 N. Torreyson Place to northern boundary of Briar Summit Open Space Preserve. Continue around the perimeter of Briar Summit Open Space Preserve straight to 2870 N. Seattle Drive. Continue South on Seattle Drive to Woodrow Wilson. Continue east on Woodrow Wilson to eastern property line of 7620 W Woodrow

Wilson Dr. Continue northern boundary of 2715 N Jalmia Drive. Continue East on southern boundary of 2715 N. Jalmia Drive. Follow perimeter of 2715 N. Jalmia Drive to Continue south on the dividing property line between 2715 N. Jalmia Drive and 2608 N. Zorada Drive. Continue south on Jalmia Place to 7506 W Willow Glen Road.

The boundaries of the HHWNC are set forth in Attachment A - Map of the Hollywood Hills West Neighborhood Council.

ARTICLE IV STAKEHOLDER

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

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

ARTICLE V GOVERNING BOARD

The Board of Directors (hereinafter “the Board”) shall be the Governing Body of the HHWNC 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 will consist of twenty-three (23) Board members: five (5) Officers elected by the general membership, nine (9) Issue Committee Chairs elected by the general membership, and nine (9) Area Committee Chairs elected by stakeholders in each area. No stakeholder can occupy more than one (1) seat on the Board. To the extent possible, the Board will reflect the diversity of the HHWNC's community stakeholders.

[Per the Administrative Code section 22.810.1 (b)(2)(C)(iii)(1): 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”).]

When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, their position shall be deemed vacant.

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department's procedure, at the request of the Board.

Section 2: Quorum - A quorum for a Board is twelve (12) Board members.

Section 3: Official Actions - In order for the HHWNC to take an official action, a majority vote by board members present is required. A majority shall be one half (1/2) of those present plus one (1) for the purpose of voting. Any abstaining member shall not reduce the number of votes required to establish a majority. Abstentions are treated as a non-vote.

Section 4: Terms and Term Limits - Board members shall serve a two (2) year term. There are no term limits.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the HHWNC and to carry out its purposes as stated in Article II.

No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing HHWNC position previously adopted by the Board or a statement that the HHWNC has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies - A vacancy on the Board shall be filled by the following procedure:

- A. Any Stakeholder interested in filling a vacant seat on the Board shall submit a written application(s) to the President.
- B. The President shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.
- C. If one (1) or More Stakeholders apply for a vacant seat (within the minimum of (30) days' notice), then a vote of the Board shall be taken at the next publicly noticed meeting, and the candidate elected by majority vote of the Board shall therefore be installed immediately.
- D. When a vacant seat is filled by the aforementioned process, that seat shall be filled only until the next election is held to fill all seats on the Board.

If a HHWNC Board member or Officer is elected to any Los Angeles City political office, such action shall be considered a vacancy.

Section 7: Absences - Absences are addressed in the HHWNC Standing Rules.

Section 8: Censure - The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

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

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

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

Section 9: Removal - Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

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

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

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

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

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

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the

subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

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

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

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

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

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

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

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

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

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

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

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

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

Section 10: Resignation - Any Board member or officer may resign by submitting a written resignation to the President.

Section 11: Community Outreach - The HHWNC shall endeavor to inform Stakeholders as to the existence and activities of the HHWNC, including its Board elections, to find future leaders of the HHWNC, and to encourage all Stakeholders to seek leadership positions within the HHWNC.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The Officers are as follows: President, First Vice President, Second Vice President, Secretary, and Treasurer.

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

A. The President shall:

- Prepare agendas for and preside at all Board and Executive Committee meetings;
- Serve as spokesperson and representative of the Board's majority position;
- Receive all communications and present them promptly to the Board;
- Lead the delegation to citywide neighborhood council conventions;
- Serve on the Executive Committee.
- Appoint representatives to the HHWNC ad hoc committees and to committees outside of the HHWNC. All appointments are temporary until approved by a majority of the Executive Committee or Board when in session.

B. The First Vice-President shall:

- Perform the duties of the President in the absence of the President;
- Serve with the President as spokesperson and representative for the HHWNC;
- Assist the President in deciding what issues may deserve a special meeting;
- Serve on the Executive Committee.

C. The Secretary shall:

- Act for the President in the absence of the President and First Vice-President; Second Vice President and Treasurer.
- Take and keep all minutes and records of the Neighborhood Council;
- Maintain a Stakeholders list and update it quarterly;
- See that all notices are duly given in accordance with the provision of these Bylaws and as required by law;
- Serve on the Executive Committee.

D. The Treasurer shall:

- Be held accountable for all funds belonging to the HHWNC;
- Serve as a liaison with the Department of Neighborhood Empowerment (Department) to process financial transactions;
- Prepare an annual draft budget for Board review and approval;
- Comply with the financial controls and reporting required by the City and these Bylaws;
- Act as President in the absence of the President, First Vice-President and Second Vice President;
- Serve on the Executive Committee;
- Prepare the financial reports as required by the Department.

E. The Second Vice President shall:

- Clarify and concisely convey all matters of parliamentary procedure;
- Act as President in the absence of the President and First Vice-President
- Assist Committee chairs on an as-needed basis;
- Serve on the Executive Committee.

Section 3: Selection of Officers - Officer positions are elected during the City conducted elections of the HHWNC.

Section 4: Officer Terms – The Officers shall serve two (2) year terms.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing Committees -

- A. Executive Committee** - The Executive Committee consists of the President, First Vice-President, Second Vice President, Secretary, and Treasurer. This Committee will assist and advise in the administration of the HHWNC.

- B. **Planning, Land Use Management Committee (PLUM)** - The Planning, Land Use Management Committee will be chaired by the Vice President and consist of five (5) or more Board members. This Committee is addressed in Standing Rules.
- C. **Area Committees** - Each of the nine (9) Area Committees as noted in Article III, Section 2 will be open to all stakeholders within its respective borders.
- D. **Issue Committees** - Each of the nine (9) Issue Committees will be open to all Stakeholders regardless of area. A stakeholder may be a member of each Issue Committee. The Issue Committees have been formed to address major issues of the general membership.

The Issue Committees are as follows:

- (1) Transportation;
- (2) Community & Youth Relations
- (3) Business;
- (4) Infrastructure;
- (5) Housing;
- (6) Public Safety;
- (7) Environment;
- (8) Parks and Open Space; and
- (9) Outreach/Public Events.

Section 2: Ad Hoc Committees – The President may create Ad Hoc Committees as needed to deal with temporary issues subject to Board or Executive Committee majority approval.

Section 3: Committee Creation and Authorization – Committee Creation and Authorization is addressed in Standing Rules.

An Area or Issue Committee must have five (5) Stakeholders present for a quorum in order to Vote on a motion.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

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

- A. **Regular Meetings** - All HHWNC Board of Directors and Committee meetings shall be open to the public. The HHWNC Board of Directors and Committees must hold at least four (4)

meetings each year (one (1) each quarter) and may hold as many additional meetings as the Board and/or Committee Chairs desire.

- B. **Special Meetings** – Special Stakeholders, Committee, or Board Meetings may be called by the President or a group of five (5) of the Board members. In the case of a special meeting, notice shall be given in the following manner: as soon as the meeting is called but not fewer than twenty-four (24) hours prior to the meeting, notices shall be posted as per the requirements of the Ralph M. Brown Act.

Section 2: Agenda Setting - The President shall set the agenda for each HHWNC Board meeting after soliciting agenda items from all Board members. If the President declines to add an item to the agenda, the Committee Chair may appeal that decision to the Executive Committee. The Executive Committee may direct the President to place the item on the agenda for the next Board meeting.

Section 3: Notifications/Postings - HHWNC will comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy.

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

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

The HHWNC will comply with all applicable local, state, and federal laws including any and all provisions of (i) generally accepted accounting principles and (ii) the Department.

Financial reports will be prepared for each Board meeting.

The books and records of HHWNC will be open to any HHWNC Stakeholder who wishes to review them. A written request to review the books and records shall be presented to the Treasurer, the Executive Committee or the Board. Within thirty (30) days of that request, the Treasurer shall make the books available at a reasonable time and location.

Accounting journals, records, reports and supporting data for each year will be maintained for six (6) years.

ARTICLE X ELECTIONS

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

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

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

Section 4: Method of Verifying Stakeholder Status– Voters will verify their Stakeholder status by providing acceptable documentation. Voters will verify their Stakeholder status by presenting a CA driver’s license, CA Identification card, passport, utility bill, rental agreement or mortgage statement, property tax bill, rental receipt, business card, City of LA business license, workplace picture ID, paystub, or other form of written verification of stakeholder status acceptable to the City Clerk representative at the election site.

Section 5: Restrictions on Candidates Running for Multiple Seats– A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language– Not Applicable

ARTICLE XI GRIEVANCE PROCESS

GRIEVANCES SUBMITTED BY A STAKEHOLDER

- A. Any Grievance by a Stakeholder must be submitted to the Department’s Grievance Portal so that the Department may determine whether such Grievance conforms with the the Los Angeles Administrative Code (L.A.A.C.) 22.818 Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
 - 1. Consider the Grievance in accordance with a Grievance process specified in the Board’s Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
 - 2. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with L.A.A.C. 22.818 Subsection (d)(5).
- E. Only the Grievant may appeal a Board’s decision pursuant to L.A.A.C. 22.818 Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board’s action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

Any grievance by a Stakeholder must be submitted in writing to the Board. The Executive Committee shall then refer the matter to an ad hoc grievance panel comprised of three (3) Board members who are not named as parties or involved in the matter. If three (3) board members are unavailable to serve on such a panel, then the Executive Committee shall ask prior Board members who are not named as parties or involved in the matter to serve with current Board members who can and are willing to serve on the panel. Otherwise, the Executive Committee may refer the matter to the Department. Stakeholders also may file copies of their grievances with the Department. The Secretary will coordinate a time and a place for the panel to meet promptly with the person(s) submitting a grievance, investigate the grievance, and to discuss ways in which the grievance/dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

The provisions listed above will remain in effect until the implementation of the Regional Grievance Panels by the Department, per City Ordinance No. 183487. Once the Regional Panels are implemented, HHWNC grievance reviews will be considered under the following provision:

GRIEVANCES SUBMITTED BY A BOARD MEMBER

Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in L.A.A.C. 22.818 Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in L.A.A.C. 22.818 Subsection (d)(6).

REGIONAL GRIEVANCE PANEL

When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

The City Council passed Ordinance No. 183487, effective May 3, 2015, establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of panelists. These panelists will review grievances and election challenges.

The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Revised shall supplement these Bylaws and govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and special rules and resolutions authorized by these Bylaws.

ARTICLE XIII AMENDMENTS

The Bylaws may be amended, altered, or repealed by a two-thirds (2/3) vote at any special Stakeholders meeting called with a thirty (30) day notice emailed to the Stakeholders and posted per the Ralph M. Brown Act, provided that the exact wording of the proposed change(s) is included in the agenda of the required notice of the meeting. To become effective, any amendment to the Bylaws will require the submission of a Bylaws Amendment Application to the Department. If the Department determines that the bylaw amendment affects the ability of HHWNC to comply with the criteria for responsible and inclusive community representation, the amendment will not become effective.

ARTICLE XIV COMPLIANCE

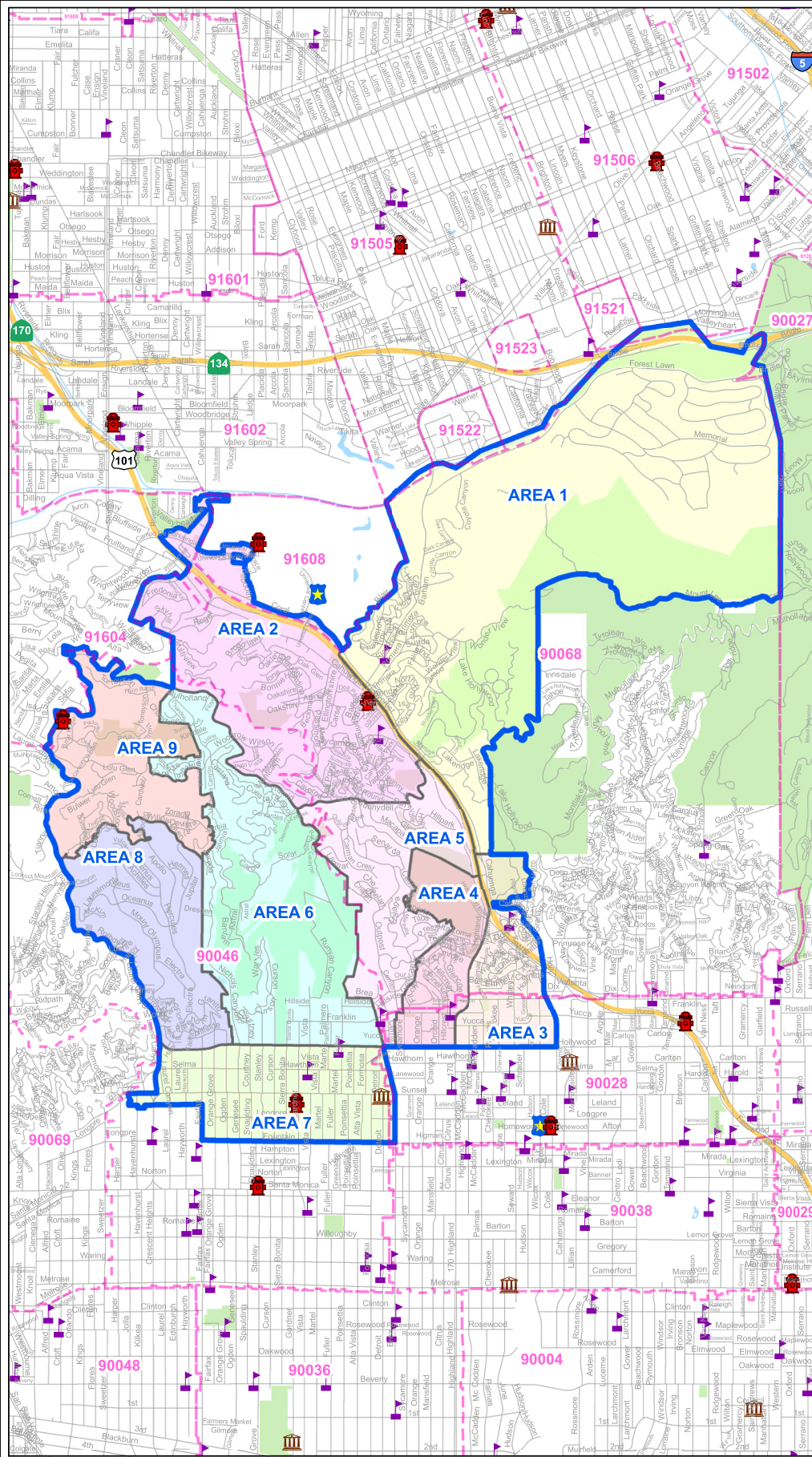
The HHWNC, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – While respecting all applicable laws of federal, state, and local government, leaders and Stakeholders of the HHWNC will endeavor to conduct HHWNC business in a professional and respectful manner, will refrain from violating Board Rules and shall abide by the Plan. The HHWNC leaders and Stakeholders will demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all of our public activities in order to inspire confidence and trust in this Council. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council provided by the City within forty-five (45) days of being seated, or they will lose their HHWNC voting rights.

Neighborhood Council Board Members, whether elected, selected, or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

Section 3: Self-Assessment – Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.



CENTRAL AREA
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 2, 4 & 13

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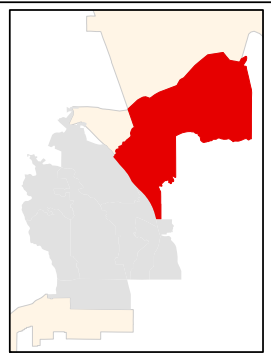
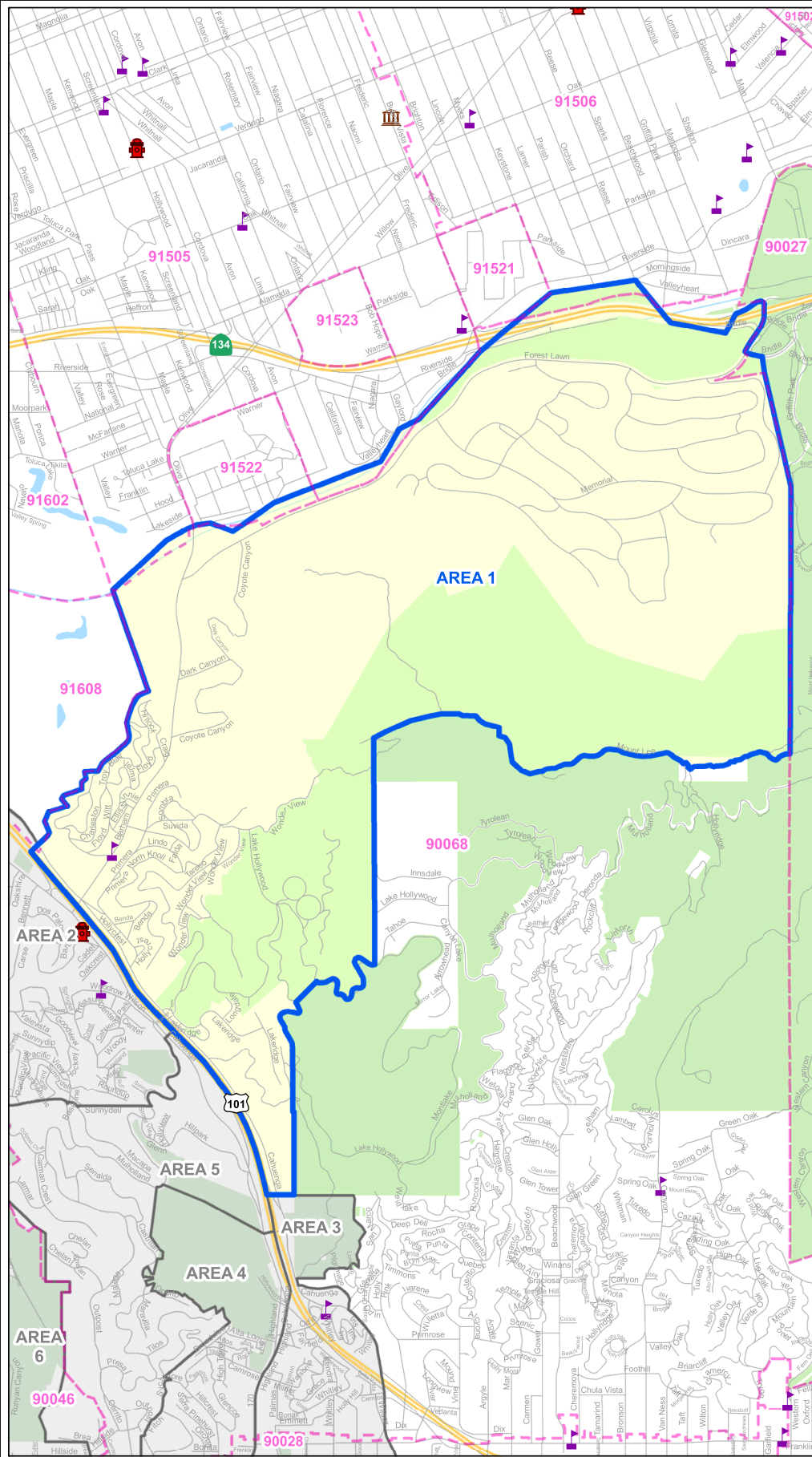


KAREN BASS
 MAYOR

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

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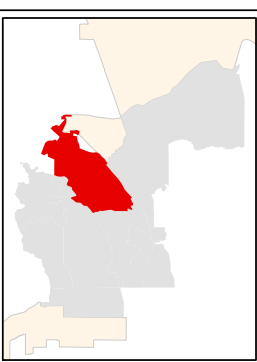
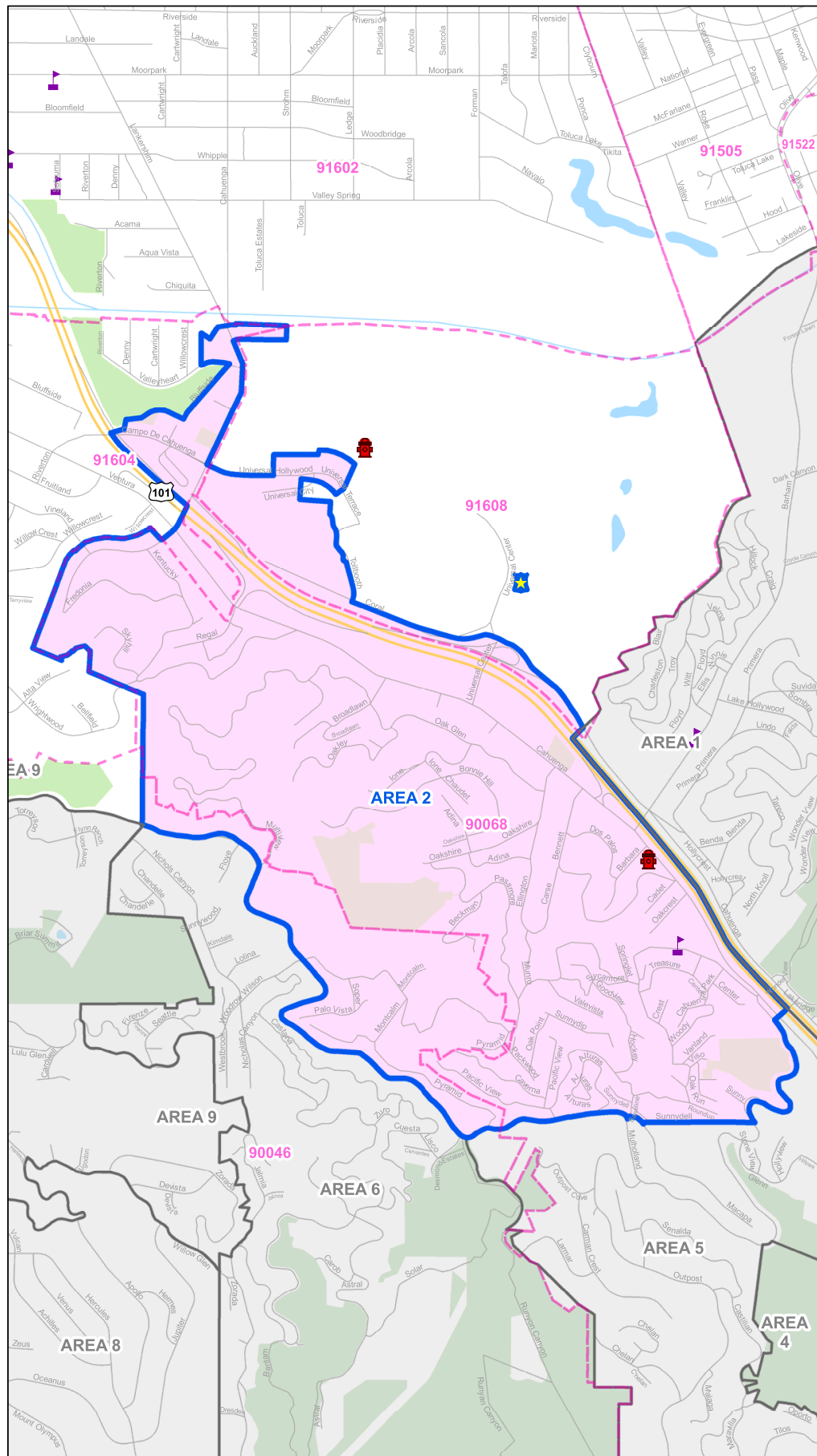


KAREN BASS
MAYOR

HOLLYWOOD HILLS WEST NC AREA 1









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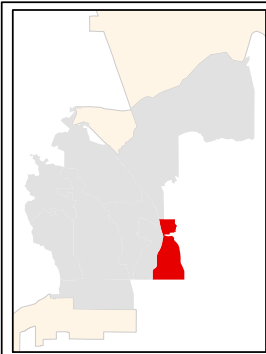
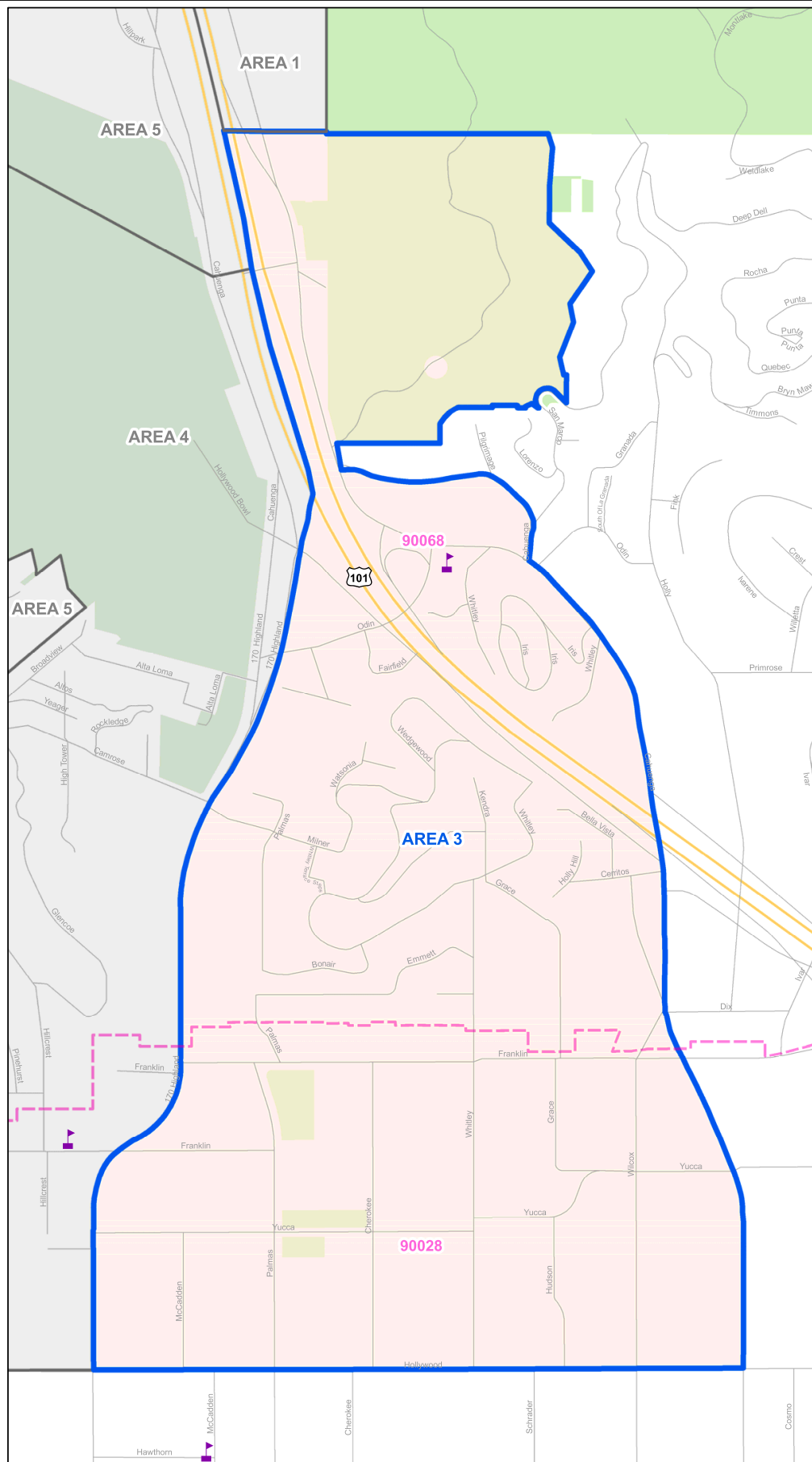


**KAREN BASS
MAYOR**

**HOLLYWOOD HILLS WEST NC
AREA 2**









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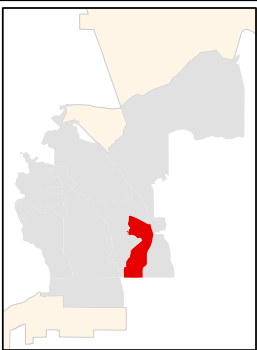
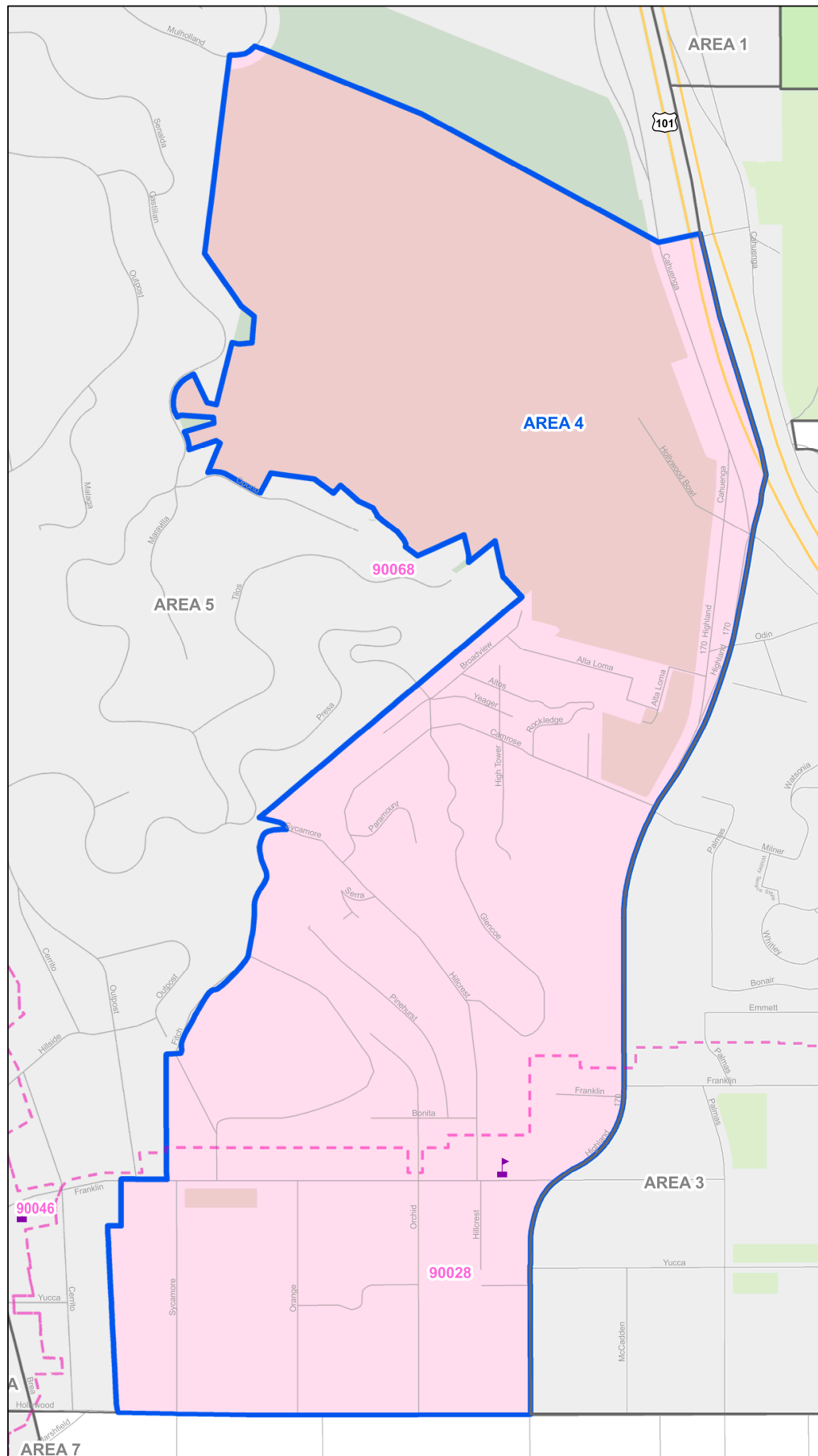


KAREN BASS
MAYOR

HOLLYWOOD HILLS WEST NC AREA 3









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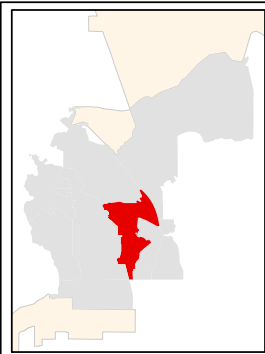
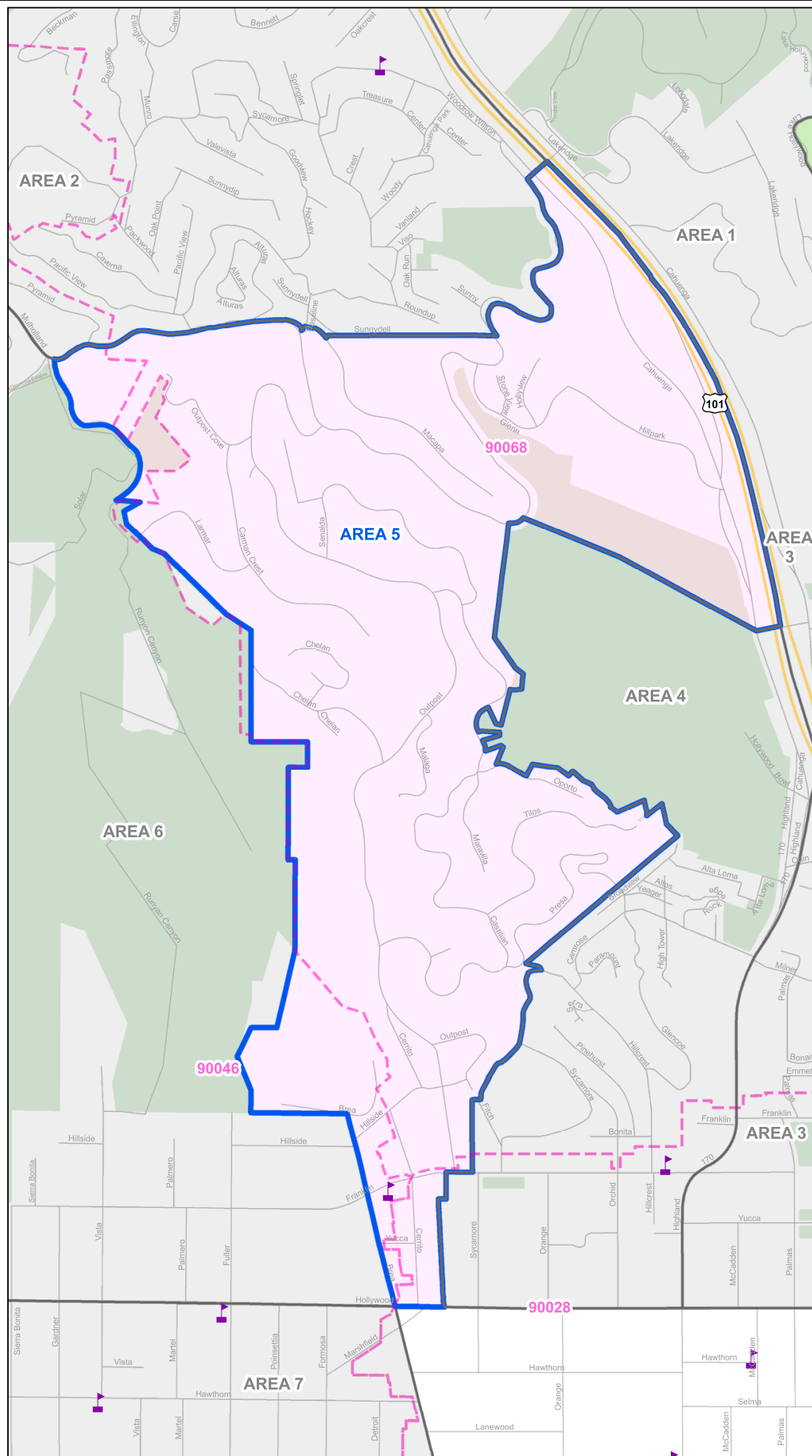


**KAREN BASS
MAYOR**

**HOLLYWOOD HILLS WEST NC
AREA 4**









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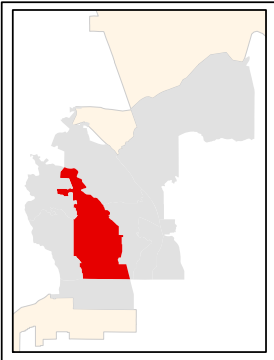
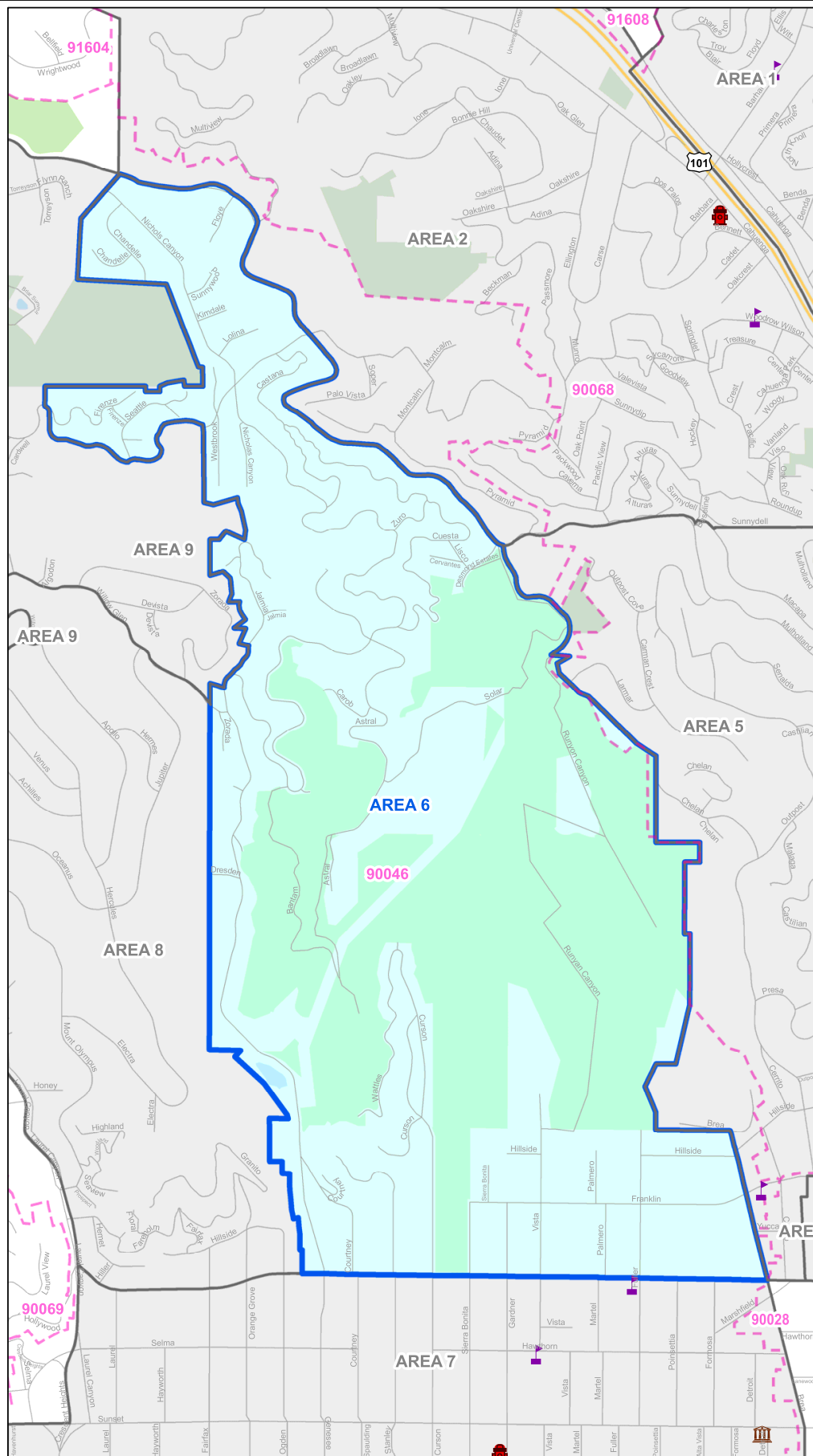


KAREN BASS
MAYOR

HOLLYWOOD HILLS WEST NC AREA 5









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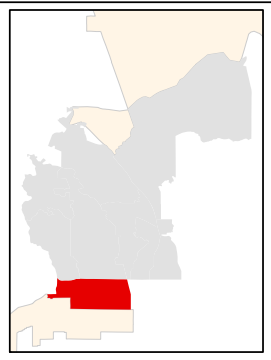
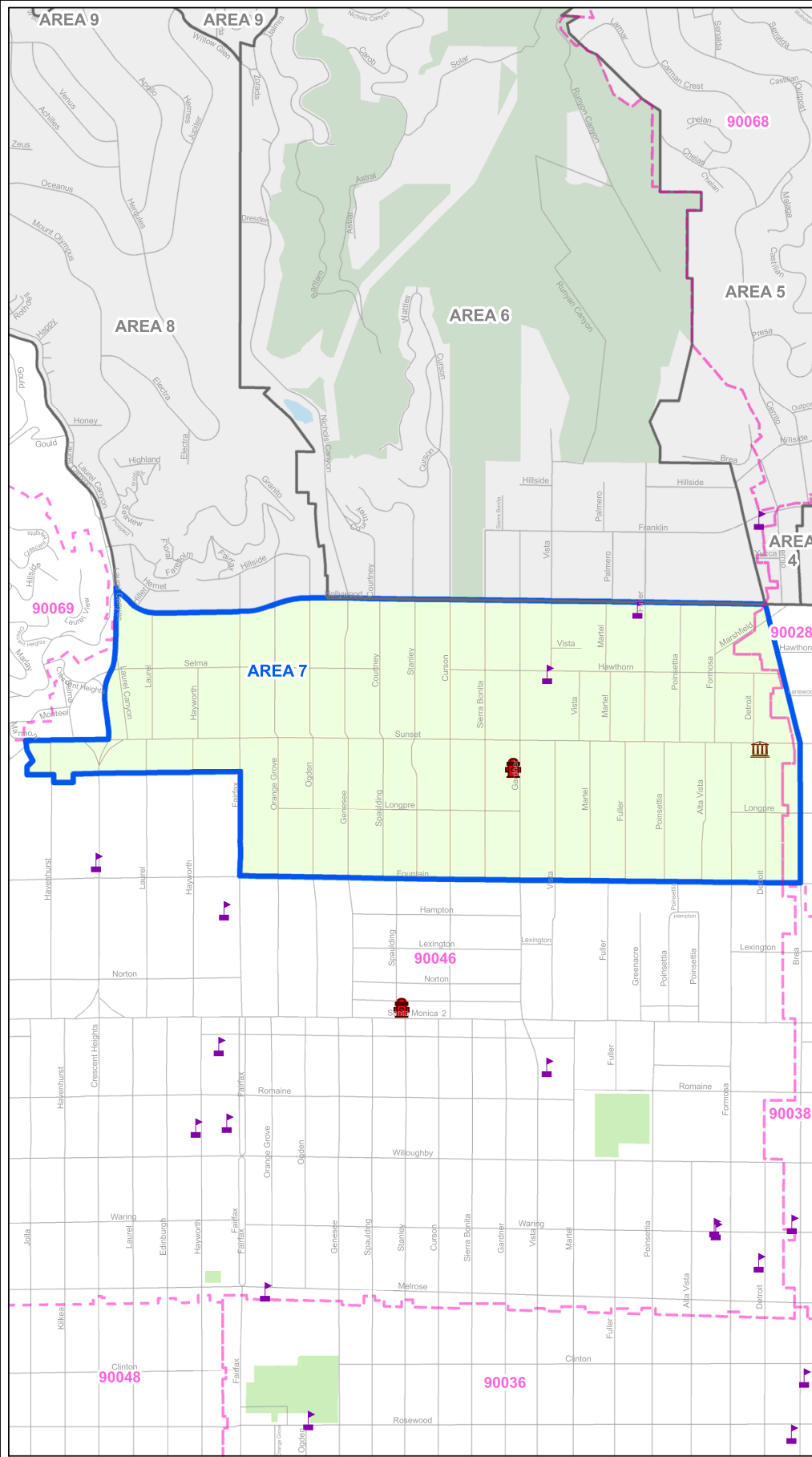


KAREN BASS
MAYOR

HOLLYWOOD HILLS WEST NC AREA 6









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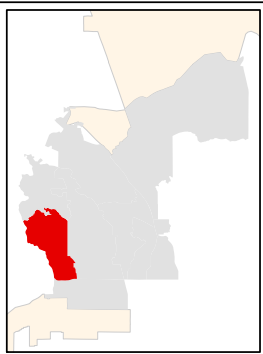
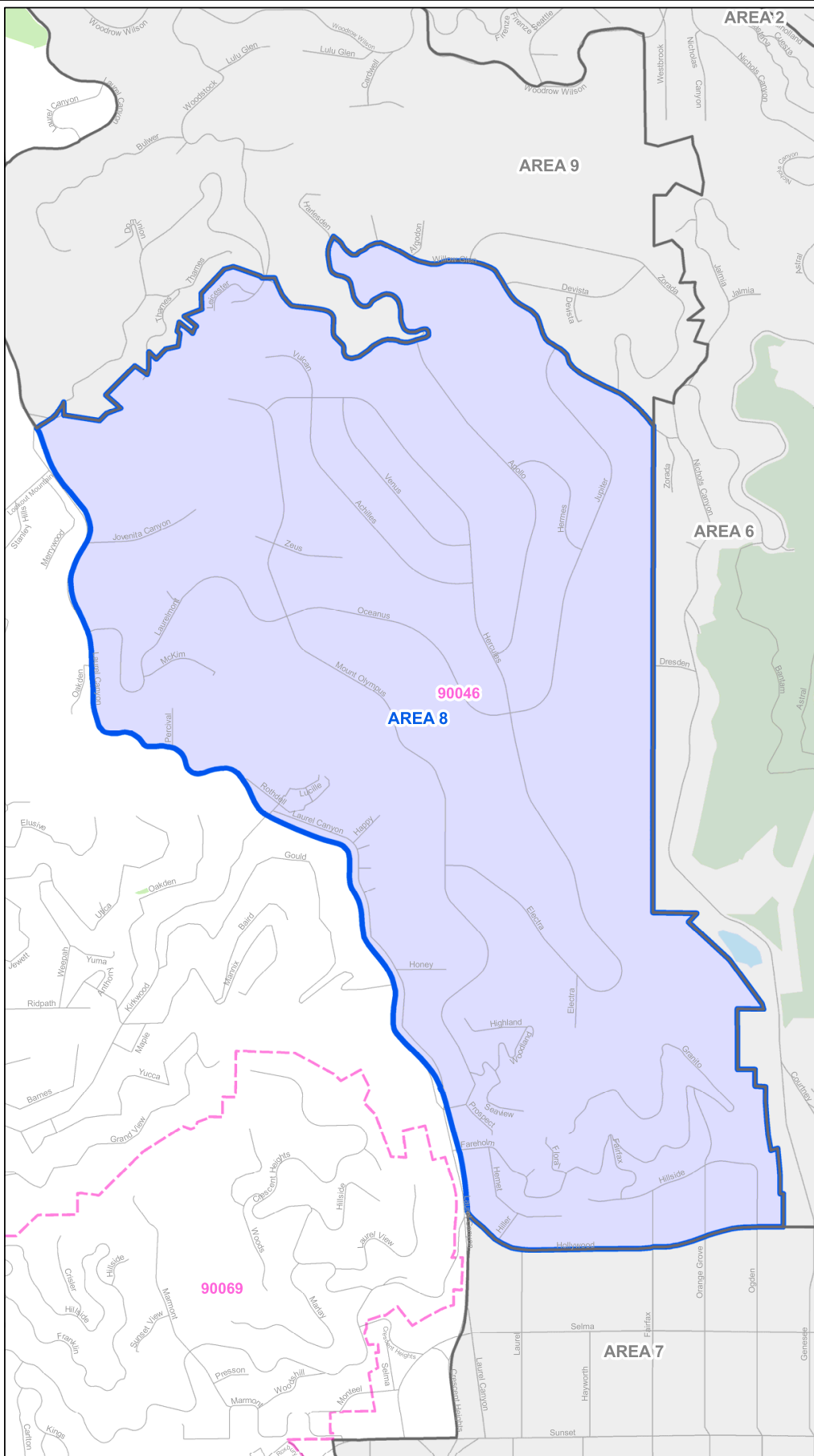


KAREN BASS
MAYOR

HOLLYWOOD HILLS WEST NC AREA 7









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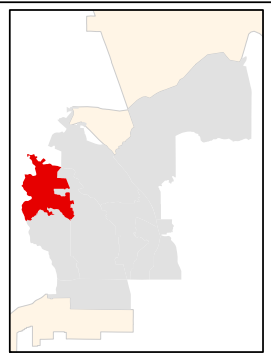
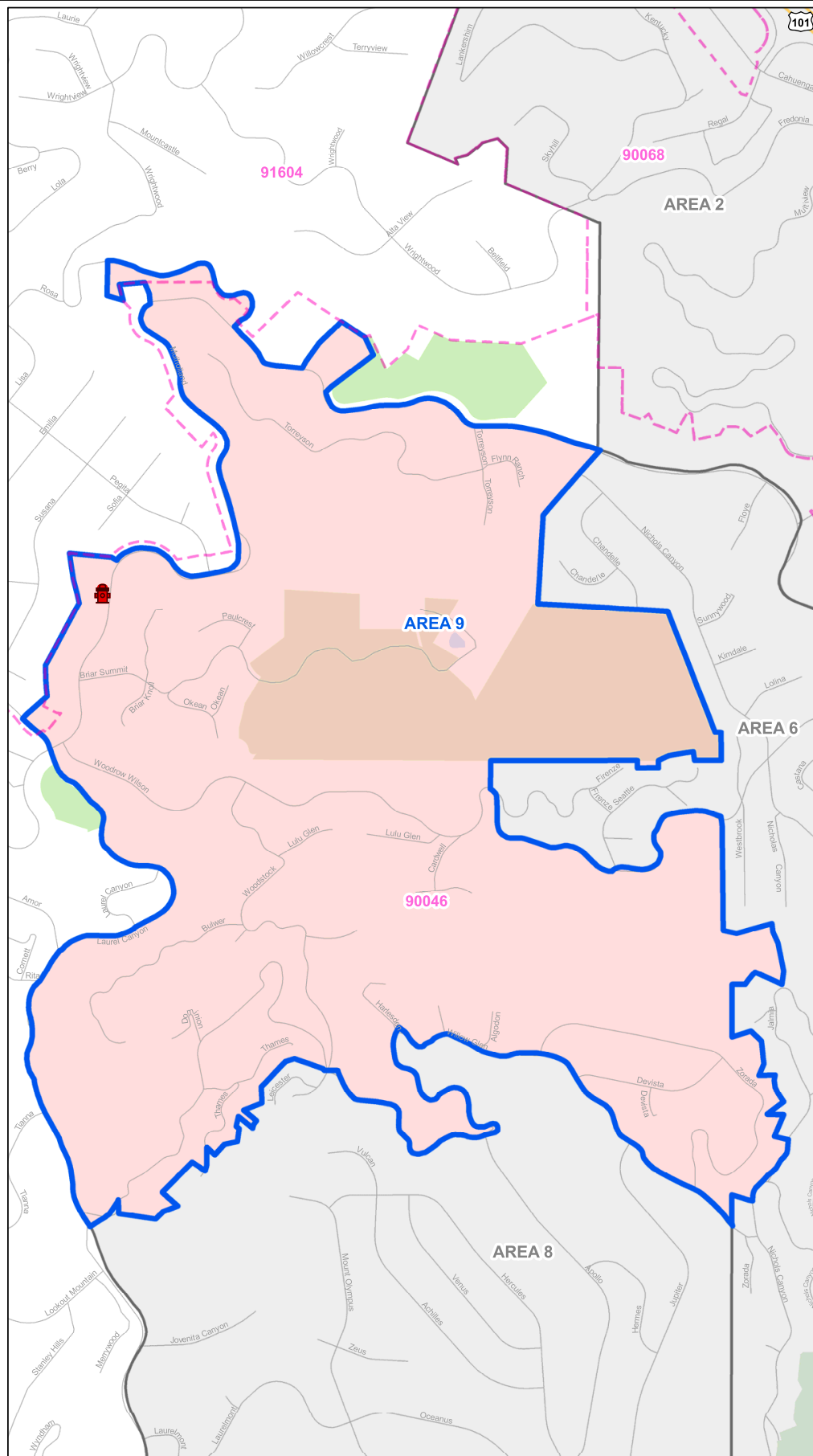


**KAREN BASS
MAYOR**

**HOLLYWOOD HILLS WEST NC
AREA 8**









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**HOLLYWOOD HILLS WEST NC
AREA 9**

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ATTACHMENT B – Governing Board Structure and Voting

Hollywood Hills West Neighborhood Council – 23 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	Stakeholder 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 is 18 years or older.	Stakeholder 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 is 16 years or older.
First-Vice President Term: 2 Years	1	Elected	Stakeholder 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 is 18 years or older.	Stakeholder 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 is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Secretary Term: 2 Years	1	Elected	Stakeholder 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 is 18 years or older.	Stakeholder 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 is 16 years or older.
Treasurer Term: 2 Years	1	Elected	Stakeholder 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 is 18 years or older.	Stakeholder 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 is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Second Vice-President Term: 2 Years	1	Elected	Stakeholder 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 is 18 years or older.	Stakeholder 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 is 16 years or older.
(1) Transportation (includes traffic, parking, public transportation, bicycles) Term: 2 Years	1	Elected	Stakeholder 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 will lead the HHWNC committee to address traffic, public transportation and parking and who is 18 years or older.	Stakeholder 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 is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(2) Community & Youth Relations (includes education and cultural resources) Term: 2 Years	1	Elected	Stakeholder 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 will lead the HHWNC committee to address youth development, educations and recreational resources and who is 18 years or older.	Stakeholder 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 is 16 years or older..
(3) Business Term: 2 Years	1	Elected	Stakeholder 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 will lead the HHWNC committee to address business issues and who is 18 years or older.	Stakeholder 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 is 16 years or older..

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(4) Infrastructure (includes utilities and street services) Term: 2 Years	1	Elected	Stakeholder 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 will lead the HHWNC committee to address infrastructure and who is 18 years or older.	Stakeholder 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 is 16years or older.
(5) Housing (includes homelessness and social services) Term: 2 Years	1	Elected	Stakeholder 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 will lead the HHWNC committee to address housing, social and human services, and religious and charitable organizations and who is 18 years or older.	Stakeholder 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 is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(6) Public Safety (includes emergency services, police and fire) Term: 2 Years	1	Elected	Stakeholder 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 will lead the HHWNC committee to address emergency services, police and fire and who is 18 years or older.	Stakeholder 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 is 16years or older.
(7) Environment Term: 2 Years	1	Elected	Stakeholder 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 will lead the HHWNC committee to address environment, beautification, preservation and aesthetics and who is 18 years or older.	Stakeholder 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 is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(8) Parks & Open Space Term: 2 Years	1	Elected	Stakeholder 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 will lead the HHWNC committee to address cultural resources, entertainment, and public events and who is 18 years or older.	Stakeholder 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 is 16years or older.
(9) Outreach/Public Events Term: 2 Years	1	Elected	Stakeholder 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 will lead the HHWNC committee to address outreach and who is 18 years or older.	Stakeholder 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 is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Area 1: Hollywood Knolls/Manor/Lake Hollywood/Forest Lawn Committee Chair Term: 2 Years	1	Elected	Stakeholder of Hollywood Knolls/Lake Hollywood/Manor/Forest Lawn who lives, works, owns property (and can provide an exact address) in Area 1 and who is 18 years or older.	Stakeholders of Hollywood Knolls/Lake Hollywood/Manor/Forest Lawn who live, work, own property (and can provide an exact address) in Area 1 and who are 16 years or older.
Area 2: Cahuenga Pass/Universal City Committee Chair Term: 2 Years	1	Elected	Stakeholder of Cahuenga Pass/Universal City who lives, works, owns property (and can provide an exact address) in Area 2 and who is 18 years or older.	Stakeholders of Cahuenga Pass/Universal City who live, work, own property (and can provide an exact address) in Area 2 and who are 16 years or older.
Area 3: Yucca Corridor/Whitley Heights/Cahuenga East Committee Chair Term: 2 Years	1	Elected	Stakeholder of Yucca Corridor/Whitley Heights/Cahuenga East who lives, works, owns property (and can provide an exact address) in Area 3 and who is 18 years or older.	Stakeholders of Yucca Corridor/Whitley Heights/Cahuenga East who live, work, own property (and can provide an exact address) in Area 3 and who are 16 years or older.
Area 4: Hollywood Heights/Hollywood Boulevard Committee Chair Term: 2 Years	1	Elected	Stakeholder of Hollywood Heights/Hollywood Boulevard who lives, works, owns property (and can provide an exact address) in Area 4 and who is 18 years or older.	Stakeholders of Hollywood Heights/Hollywood Boulevard who live, work, own property (and can provide an exact address) in Area 4 and who are 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Area 5: Outpost/Cahuenga West Committee Chair Term: 2 Years	1	Elected	Stakeholder of Outpost/Cahuenga West who lives, works, owns property (and can provide an exact address) in Area 5 and who is 18 years or older.	Stakeholders of Outpost/Cahuenga who live, work, own property (and can provide an exact address) in Area 5 and who are 16 years or older.
Area 6: Nichols Canyon/Runyon Canyon/Wattles Park Committee Chair Term: 2 Years	1	Elected	Stakeholder of Nichols Canyon/Runyon Canyon/Wattles Park who lives, works, owns property (and can provide an exact address) in Area 6 and who is 18 years or older.	Stakeholders of Nichols Canyon/Runyon Canyon/Wattles Park who live, work, own property (and can provide an exact address) in Area 6 and who are 16 years or older.
Area 7: Spaulding Square/Hollywood-Sunset Flats Committee Chair Term: 2 Years	1	Elected	Stakeholder of Spaulding Square/Hollywood-Sunset Flats who lives, works, owns property (and can provide an exact address) in Area 7 and who is 18 years or older.	Stakeholders of Spaulding Square/Hollywood-Sunset Flats who live, work, own property (and can provide an exact address) in Area 7 and who are 16 years or older.
Area 8: Mt. Olympus/Laurel Canyon Road Committee Chair Term: 2 Years	1	Elected	Stakeholder of Mt. Olympus/Laurel Canyon Road who lives, works, owns property (and can provide an exact address) in Area 8 and who is 18 years or older.	Stakeholders of Mt. Olympus/Laurel Canyon Road who live, work, own property (and can provide an exact address) in Area 8 and who are 16 years or older.
Area 9: Briar Summit/Woodrow Wilson/Mulholland Drive Committee Chair Term: 2 Years	1	Elected	Stakeholder of Briar Summit/Woodrow Wilson/Mulholland Drive who lives, works, owns property (and can provide an exact address) in Area 9 and who is 18 years or older.	Stakeholders of Briar Summit/Woodrow Wilson/Mulholland Drive who live, work, own property (and can provide an exact address) in Area 9 and who are 16 years or older.

Hollywood Hills West Neighborhood Council

Standing Rules

Purpose Of Standing Rules

The Purposes of any Standing Rules are to provide rules and to establish procedures for the conduct of HHWNC's business when rules and procedures are not provided in HHWNC's Bylaws.

COMMITTEE CREATION AND AUTHORIZATION

There are nine permanently standing Area committees, and nine permanently standing Issue committees (all currently listed in the By-Laws). Committee chairs are directly elected by Neighborhood Council stakeholders.

Committee membership: Committee members are stakeholders who are qualified to vote on either an Issue or an Area chair nominee in HHWNC meetings and/or elections according to the Bylaws. Each stakeholder shall receive one vote. Votes shall be shown by a raising of hands, be it in-person, digital, or hybrid.

Committee meetings: These general guidelines for committee meetings apply to Area Committees, Issue Committees, the Planning, Land Use Management (PLUM) Committee, and Ad Hoc Committees.

Conduct of Meetings: HHWNC Board members shall conduct the Council's business in a respectful and courteous manner encouraging stakeholder involvement and free expression regarding public issues.

Stakeholders shall conduct themselves in committee meetings according to the Bylaws, Article XIV.

During committee voting, abstentions are treated as a non-vote. A committee motion must be approved by a majority vote. In the case of a tie, the motion will not move to the Board for consideration.

Required Meetings: The HHWNC Bylaws, Article VIII, give guidelines on Area and Issue Committees' scheduling of meetings.

Each Committee Chair will:

1. lead or co-lead four (4) committee meetings per year,
2. prepare and have meeting agendas posted in public spaces and on HHWNC,
3. alert committee stakeholders of agenda meetings at least 72 hours prior, per Brown Act requirements using HHWNC email systems,
4. record votes on motions during meeting,
5. prepare minutes after the meeting,
6. have minutes posted on HHWNC.org, and
7. at the request of the stakeholder, update the email list of committee stakeholders and pass new members' signups to the HHWNC administrator for management.

Ad Hoc Revisions as of 6/24/24 on Adopted Standing Rules by HHWNC Board March 16, 2016.

In the case of meetings held jointly by more than one Committee, each Committee Chair shall be credited for having held a meeting. The Committee Chairs shall decide amongst themselves who is responsible for the points listed above.

If a Committee Chair organizes a community event involving HHWNC stakeholders, the Committee Chair shall be credited with having held a “meeting” for the purposes of complying with the HHWNC Bylaw requirement to hold at least four meetings per calendar year.

Meeting Cost Guidelines: Committee meetings shall be held within HHWNC’s boundaries in a location approved by the City. Committee Chairs may purchase and/or be reimbursed for the cost of meetings in accordance with HHWNC Board’s approved yearly budget. This guideline applies to individual or joint Committee meetings. Committee Chairs should strive to hold meetings in locations that do not charge a fee.

Motions Forwarded to HHWNC Board: If a Committee passes a motion that is intended to be forwarded to the full Board for action, the Committee Chair shall submit the motion to the President for consideration to be put on the next Board meeting’s agenda by noon of the week proceeding (one week and six hours on from the Board meeting’s start time).. The Committee Chair shall provide a tally of the vote of stakeholders on the motion at the Committee’s meeting, and provide appropriate supporting materials (e.g., location map, description of proposed action, event or activity, amount of funding requested) so that the Board’s members are provided with information about the motion’s specific provisions.

Planning, Land Use Management Committee (PLUM): Planning, Land Use Management (PLUM) Committee reviews planning and land use matters within the boundaries of the HHWNC and makes recommendations to the Board with regard to such matters. This includes advising the Board on positions related to all requests for discretionary agency action, which include, but are not limited to, variances, conditional use permits, zone changes, certification of environmental clearances (including exemptions, mitigated negative declarations and environmental impact reports) and development applications.

PLUM Committee Membership

All of the PLUM Committee members shall be members of HHWNC’s Board and shall include the First Vice President as well as Committee Chairs for:

- Transportation
- Business
- Infrastructure
- Housing
- Environment

If any of these Committee Chairs choose not to serve on the PLUM Committee, the President may appoint another Committee Chair to serve on the PLUM Committee.

The Area Committee Chairperson(s) representing the area(s) in which any item on a PLUM agenda is located, is(are) encouraged to attend the PLUM Committee to present the feelings of the Area Committee stakeholders and shall have a vote on the PLUM Committee for that agenda item.

PLUM Committee Structure (Chair/Vice Chair)

The Chair of the PLUM Committee shall be the HHWNC First Vice President. The PLUM Committee shall elect a Vice Chair, who shall chair the PLUM Committee if the Chair is absent or unavailable.

OTHER STANDING RULES:

Specific Board Member Tasks:

- (1) For committee meetings, each committee chair posts Board meeting agendas on public sites, such as bulletin boards.
- (2) For Board meetings, Recs & Open Spaces chair posts agendas in Runyon Canyon.
- (3) Vice President retrieves HHWNC's mail to pick up, read, and inform other Board members about any items received.
- (4) Treasurer arranges for and oversees delivery of all refreshments at in-person meetings.
- (5) Second Vice President is responsible for tracking Board member training completions and Board member's ability to vote on Board motions.
- (6) Second Vice President shall also maintain a list of Board members and the dates of all Department of Neighborhood Empowerment (DONE) required trainings.

Absences

To meet Quorum, all Board members are encouraged to regularly attend Board meetings. Board member absences may compromise the Board's ability to conduct HHWNC business.

Any Board Member who misses four (4) regularly scheduled Board Meetings during the Board's fiscal year will be automatically removed from the Board. Each Council Board Member absence shall be recorded by the acting Secretary. At three (3) meetings missed the President shall notify the Board Member of the absences and possible removal from another absence. Once four (4) meetings are missed, the removal will be placed on the agenda at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Prior to the item being placed on the agenda, the President of presiding officer shall consult with the Office of the City Attorney for advice on removal process.