



STNC

Sunland Tujunga Neighborhood Council Bylaws

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Bylaws of The Sunland Tujunga Neighborhood Council

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ARTICLE I NAME

The name of this Neighborhood Council shall be the Sunland Tujunga Neighborhood Council, hereafter referred to as the “STNC”, Board or Council.

The name of the Department of Neighborhood Empowerment, hereafter referred to as Department and “Department”.

The name of the Board of Neighborhood Commissioners, also referred to as the Commission and “BONC”.

ARTICLE II PURPOSE

The purpose of the Sunland-Tujunga Neighborhood Council is to address issues that affect our community regarding the Governance of the City of Los Angeles by communicating with our stakeholders, allowing their feedback at our Neighborhood Council Meetings and representing our community’s voice at City Hall. In order to fulfill the mission of the STNC, the following purposes and policies are established:

A. The MISSION of the STNC is:

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

B. The POLICY of the STNC is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council.
2. 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 Directors, Officers, and Committee Members, as hereinafter set forth.
3. To utilize the Early Notification System (ENS) to inform the STNC and Stakeholders of matters involving the city and our community in a way that provides opportunities for involvement in the decision-making process.

4. To encourage all Stakeholders to participate in activities of the STNC.
5. To not discriminate 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.
6. To be fair, open, and transparent in the conduct of STNC business.
7. To consistently and diligently outreach to the diverse and changing Sunland-Tujunga Community.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description

The STNC represents Stakeholders within the following geographic boundaries:

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

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

Section 2: Internal Boundaries

Region 1

- Starting at the intersection of Foothill Blvd and Wentworth St - Northwest along the northernmost property lines of all residential properties adjacent to

the southern border of Angeles National Golf Club, including Oro Vista Park, to the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave

- South on Mount Gleason Ave to Foothill Blvd
- West on Foothill Blvd to the intersection of Foothill Blvd and Wentworth St

Region 2

- Starting at the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave - North along Big Tujunga Canyon Rd to the northernmost property lines of the residential properties on Dellmont Dr
- East along the northernmost property lines of the residential properties on Dellmont Dr to the eastern property line adjacent to Linda View Pl
- South along said property line to the end of Seven Hills Pl
- East along Seven Hills Pl until it turns into Commerce Ave, then south along Commerce Ave to Foothill Blvd
- West on Foothill Blvd until Mount Gleason Ave
- All city properties in the Tujunga Canyon Region 2 boundaries.

Region 3

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

Region 4

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

ARTICLE IV STAKEHOLDER

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

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

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]

A. Stakeholder Privacy

- The STNC stakeholder database will be deemed confidential to the fullest extent of the law as permitted by the Public Records Act.
- The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

B. Stakeholder Responsibilities

To be respectful to the STNC board members and other stakeholders.

ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the governing body of the STNC.

Section 1: Composition

The Board shall consist of twenty-one (21) Stakeholders elected, selected or appointed by the Board and/or Stakeholders.

The composition of the Board shall be as follows:

Six (6) Executive Officers at Large:

Eleven (11) Geographical Region Representatives
One (1) At-Large Community Interest Representative
One (1) Public Safety Representatives*
One (1) Senior Representative*
One (1) Education Representative*

* If these positions go unfilled for more than 90 days, then the position will revert to a group representative seat (see below qualifications) for the rest of the term or until vacant.

***Stakeholder Group Representatives**

These Representatives shall be elected from the pool of community stakeholders representing non-profit community organizations within the STNC boundaries. The Community organization must continuously maintain a physical street address within the boundaries of STNC for not less than one year and performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of STNC. Because the Groups that are being represented are at least as important as the person representing them, it is imperative that Stakeholder Group Representative candidates provide proof that they are supported in their candidacy by the non-profit group they propose to represent and that this organization affirms that the candidate does regularly attend monthly meetings at the location/branch of the organization that is located within the STNC boundaries. No community organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee.

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

A. Executive Officers - There are six (6) Executive Officers, elected at large:

1. President
2. First Vice President – Community Improvements
3. Second Vice President – Outreach
4. Treasurer
5. Secretary Corresponding
6. Secretary Recording

The definitions of the Executive positions are described in Article 6 below.

B. Public Safety Representative (1)

Open to Stakeholders eighteen (18) years of age or older who live, work, or own real property within the STNC boundaries. This Representative shall be elected from the pool of community stakeholders representing an interest in Public Safety and/or Emergency Preparedness and will chair/co-chair the Public Safety Committee.

C. Education Representative (1)

Open to Stakeholders eighteen (18) years of age or older who live, work, or own real property within the STNC boundaries. This Representative shall be elected from the pool of community stakeholders representing an interest in Education and will chair/co-chair the Education Committee.

D. Senior Representative (1)

Open to Stakeholders sixty (60) years of age or older who live, work, or own real property within the STNC boundaries. This Representative shall be elected from the pool of

community stakeholders representing an interest in senior issues and will chair/co-chair the Senior and Health Committee.

E. At-Large Stakeholder Board Members (1)

One (1) At-Large Representative shall be elected from stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 18 years of age or older at the time of election. The Community Interest Representative must participate on at least one committee.

Geographical Representatives (11)

Eleven (11) Geographical Representatives shall be elected from stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following districts within the STNC boundary area:

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

Geographical Representatives shall represent the interests of the stakeholders within their region. Geographical Representatives shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their districts. Geographical Representatives shall actively outreach to stakeholder groups and individuals within their regions. One (1) Geographical Representative from each region shall attend all Outreach Committee meetings.

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

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, they will need to submit a letter of resignation to the STNC President and Corresponding Secretary in regard to the loss of their stakeholder status. They may resign from the position in writing or request a board vote to allow them to maintain and serve out the remainder of their term in the seat to which they were elected. If the Stakeholder status of a Board Member is challenged, then the City Clerk's Office can verify the Stakeholder status using its procedure.

Section 2: Quorum

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

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

Quorum is not required for town hall presentations. A town hall meeting does require a quorum if action will be taken. All town hall presentations/meetings shall be brown act posted.

Section 3: Official Actions

The Board may vote on measures listed on the agenda. In general, a simple majority vote of the Board members present and voting, not including abstentions, is sufficient to pass a measure, with a tie being considered a failure to pass. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the current seated Board.

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

Section 4: Terms and Term Limits

Section 4: Terms and Term Limits - The normal term of office for all STNC board seats is two (2) years. There are no Term Limits for STNC board members

Section 5: Duties and Powers

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

- A. **Conflicts of Interest** - Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies.
- B. **Restriction on Political Campaigns** - The STNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be

interpreted to forbid informational events such as candidates' forums, or announcement of such forums. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.

Section 6: Vacancies

Vacancies on the Board shall be filled using the following procedure:

When a vacancy occurs the Secretary must announce that vacancy at its next regular meeting and is authorized to continue actively searching for a candidate to fill it until sixty (60) days prior to the next election.

Appointees must meet the same eligibility requirements as the Board member who vacated the seat as set forth in Article V, Section 1.

Section 7: Absences

Any Board member having three (3) consecutive absences or four (4) Absences in 12 consecutive months from General STNC meetings is considered to have resigned.

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 may censure any Board Member at a regular or special meeting open to the public 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. 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 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 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

Board Member resignations must be submitted in writing to the President and Corresponding Secretary. The position shall then be deemed vacant.

If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, or appointed to The Board of Neighborhood Commissioners (BONC) they must immediately resign from the Board.

When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, they will need to submit a letter to the STNC President and Corresponding Secretary in regard to the loss of their stakeholder status. They may resign from the position in writing or request a board vote to allow them to maintain and serve out the remainder of their term in the seat to which they were elected. If the Stakeholder status of a Board Member is challenged, then the City Clerk's Office or the Department can verify the Stakeholder status using its procedure.

Section 11: Community Outreach

The STNC shall establish procedures for communicating with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

- The STNC shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the Council meeting.
- The STNC shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- In addition, the STNC shall outreach to solicit participation from Stakeholders. Outreach may include, for example, the creation of flyers, postcards, pamphlets and other related materials.
- The STNC shall bring government closer to stakeholders, provide opportunities for participation.
- The STNC will monitor the Los Angeles City Council Files and submit Community Impact Statements (CIS)
- Outreach also encouraged to be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board

The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Two Vice Presidents, Corresponding Secretary, Secretary Recording, 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. President –

Shall chair regular, special and Executive Committee meetings and shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council, or may delegate someone to represent the STNC to these bodies.

B. First Vice President - Community Improvement

Shall perform the duties of the President when the President is unavailable or

otherwise unable to preside at Agenda or Board meetings. They shall be the liaison between the Board and STNC/Community Improvement Projects They shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated. The First Vice President will chair the Community Improvements Committee.

In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to select a new President to serve out the remainder of the term; the new President must be chosen from those current or past STNC board members.

C. Second Vice President –Outreach-

Shall chair the Outreach Committee. They shall assume the duties of the President when both the President and First Vice President are unable to do so.

D. Corresponding Secretary

Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City Government Agencies. They will be responsible for maintaining the contact lists of the STNC board, committee members and stakeholders. They shall handle all public records act requests (PRA), maintain the STNC website and STNC social media accounts and any other items of interest to the STNC community. The Secretary shall be the STNC Officer of Service.

E. Secretary Recording

Open to Stakeholders eighteen (18) years of age or older who live, work, or own real property within the STNC boundaries. This Representative shall handle agenda postings, minutes and community impact statements (CIS) for the board.

F. Treasurer –

Shall chair the Budget and Finance Committee. Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements. Submits financial reports to the Board of Officers at every regular meeting. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department's required reports and all other paperwork and reports required by the Department in a timely manner.

Executive Officers are expected to act in the interest of the STNC and the Sunland-Tujunga community as a whole.

Section 3: Selection of Officers

Officer positions are elected during the elections/selections of the STNC.

Candidates for Executive Officer positions shall have prior experience serving on the Board or a Standing Committee of the STNC, unless waived by a two-thirds (2/3) vote of the seated Board. This requirement is intended to ensure that Executive Officers have a working knowledge of STNC operations and governance.

Section 4: Officers Terms

The normal term of office for all Executive Officers is two (2) years or until the next election.

ARTICLE VII COMMITTEES AND THEIR DUTIES

STNC stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee. Unless otherwise stated in these bylaws committees may only make recommendations to the Board

Section 1: Standing Committees

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

A. Executive Committee – This committee consists of the six (6) Executive Officers.

The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC President.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Recommends actions to the Board.
- May refer agenda items to committees for action.

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

B. Outreach Committee – This committee is considered to be a permanent and on-going function of the STNC consisting of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Outreach Committee:

- Meets at least once per month.
- Is chaired by the Second Vice President.
- Has 5 Board members, consisting of the Second Vice President, and (1) Geographical Rep from each of the four Regions.

- Has up to 10 non-board stakeholder members
- Makes Geographical Representatives responsible for outreach to their respective regions.
- Is expected to make regular and continuing efforts to inform and solicit input and STNC participation from the diverse elements of the community.
- Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.
- Performs Press Relations and Social Media duties.

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

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

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings unless the meeting has been posted as a special joint board and committee meeting.
- Investigates and pursues special funds available through the City for special projects.
- Generates a financial plan for each fiscal year, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.
- Receives, reviews, and submits stakeholder and committee requests to the Board for funding consideration.

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

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

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

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

Section 2: Ad Hoc Committees

Ad-Hoc Committees may be established as deemed appropriate by the Board, to carry out the work of the STNC. An Ad-Hoc Committee will be automatically dissolved when their task is completed or one year after inception. They may be renewed. Committees may meet when and as needed, but are subject to the requirements of the Brown Act regardless of whether or not they are comprised only of STNC Board members. Ad Hoc Committees shall be terminated automatically if they have not met in 90 days.

Section 3: Committee Creation and Authorization

A. **Committee Authority** - All committee recommendations shall be brought to the full Board for discussion and action.

B. **Committee Structure** -Additional Standing Committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee and unless otherwise specified in these bylaws, the Board shall appoint any and all committees and committee chairs and ratify all committee members. Each standing committee must have at least one (1) Board member appointed to it and

this Board member must be present for the Committee to formally take action. Ongoing outreach shall be performed to inform stakeholders of meetings

- C. Committee Meetings** – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act and the neighborhood council agenda posting policy. Minutes shall be taken at every Committee meeting.
- D. Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- E. Removal of Committee Members** – Removal of committee chairs or committee members shall be by a two thirds (2/3) vote of the Board .

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 meetings shall be held within Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. Regular Meetings** - Regular STNC meetings shall be held once per calendar month, where possible, with no fewer than ten (10) regular meetings held per calendar year and with no more than one (1) calendar month skipped in sequence.
- B. Special Meetings** - Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the Executive Committee.
- C. Joint NC Meeting** -If a joint event with another NC is taking place it will be within either boundary of that Neighborhood Council.

Section 2: Agenda Setting

Any Stakeholder and/or Board member may make an agenda request for action by the Council by submitting a written request (email) to the STNC Corresponding Secretary and /or submitting through the STNC website agenda request link. Once accepted the agenda request items will go to the Executive Committee for either board agenda setting or referred to a specific committee for review. The Executive Committee shall compile and organize the agenda but

shall not unreasonably withhold or exclude items properly submitted in accordance with these procedures. Standing Committees may also submit agenda items through their respective Chairs for Board consideration.

Section 3: Notifications/Postings

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

Section 4: Reconsideration

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

ARTICLE IX FINANCES

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

- E. The Council will not enter into any contracts or agreements except through the appropriate City officials.

ARTICLE X ELECTIONS

Section 1: Administration of Election

Instead of an election, the STNC will conduct a selection process every year in accordance with the rules and regulations promulgated by the City.

Section 2: Governing Board Structure and Voting

The number of Board seats, eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age

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

All voters shall verify their Stakeholder status through documentation as defined in the STNC Selection Manual.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

Section 6: Other Election Related Language

The conduct and operation of each STNC Selection shall be governed by the currently approved Selection Manual.

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 [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:
 - a. 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
 - b. 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.

Grievances Submitted by a Board Member

- A. 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

- A. 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.

ARTICLE XII PARLIAMENTARY AUTHORITY

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

order of priority:

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

The President may appoint an unbiased Parliamentarian. The Parliamentarian shall be ratified by the board with a two-thirds (2/3) vote of the board. The Parliamentarian shall advise the Board on Parliamentary rules. The Parliamentarian may be removed from the board with a two-thirds (2/3) vote of the board.

ARTICLE XIII AMENDMENTS

- A.** Amendment of bylaws requires approval of both the Board and the Department.
- B.** Any suggested bylaws amendment must be submitted by a board member and referred to the Bylaws and Standing Rules Committee for discussion.
- C.** An amendment to these bylaws requires a two-thirds (2/3) vote of the Board Members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- D.** Amendments shall not be valid, final, or effective until approved by the Department and/or the Commission. Once approved, any changes in the Bylaws shall become effective immediately. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners' approval.
- E.** No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member's term in which the amendment is approved.
- F.** Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment for final approval before becoming effective.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

The STNC, its representatives and all Stakeholders shall conduct all STNC business in

a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training

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 Department of Neighborhood Empowerment .

- Board members not completing mandatory trainings provided by the city within 45 days of being seated or after expiration of the training, shall lose their STNC Council voting rights on all items before the board.
- Board members not completing mandatory trainings provided by the city within 60 days of being seated or after expiration of the training, shall be deemed removed from the board.
- Consideration will be taken into account, if Cornerstone or the current training company is the cause of the delay, or a board member needs help and assistance in completing the training. For any accommodations needed contact the STNC President.

Per the Board of Neighborhood Commissioners Code of Conduct Policy, Board members are suspended from the Board if the Code of Conduct Policy is not acknowledged within 30 days of being seated, and may be removed after 60 days of non-compliance by the Board or the Board of Neighborhood Commissioners. While a board member is suspended, they do not count towards quorum, may not sit at the dais, propose and/or move a motion forward.

"Planning 101" Training shall be required for all appointed and confirmed members of each Neighborhood Council's planning and land use committee, or an equivalent committee (land use committee). Any individual who does not complete the training shall not be eligible to vote on motions or recommendations on planning, zoning, or land use matters before the land use committee. If the board does not have a planning and land use committee or an equivalent committee, all board members are required to complete the Planning 101 training.

Section 3: Self Assessment

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

SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL
OFFICE OF THE CITY CLERK
CITY OF LOS ANGELES

KAREN BASS
MAYOR

OFFICE OF THE CITY CLERK
Election Division

OFFICE OF THE CITY CLERK
Systems Division

NORTH VALLEY AREA
COUNCIL DISTRICT: 7
SUNLAND TUJUNGA
 Election Division
 NCE Section
<http://cityclerk.lacity.org/election>

Legend:
 Library
 Fire Station
 Police Station
 School
 Freeway
 Zip Codes
 Rec Areas
 Water

Regions:
 REGION 1
 REGION 2
 REGION 3
 REGION 4

Zip Codes:
 91042
 91040
 91352
 91214
 91011

Freeways:
 10
 210
 5
 10

Water:
 Pacific Ocean
 San Gabriel Mountains

Other:
 NOT TO SCALE
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ATTACHMENT B – Governing Board Structure
Sunland-Tujunga Neighborhood Council – 21 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	Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.
First Vice-President of Community Improvements Term: 2 Years	1	Elected	Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.
Second Vice-President Outreach Term: 2 Years	1	Elected	Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.
Secretary – Corresponding Term: 2 Years Public Records Act Requests (PRA) Website/Social Media Is a Member of Executive Committee	1	Elected	Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.
Secretary- Recording Term: 2 years Agendas/Minutes/Community Impact Statements Is not a member of the Executive Committee	1	Elected	Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.

Treasurer Term: 2 Years	1	Elected	Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.
Senior Representative Term: 2 Years Chair/Co-Chair the Senior and Health Committee.	1	Elected	Anyone who lives, works, or owns real property within the STNC boundaries and are at least 60 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.
Public Safety Representative Term: 2 years Chairs/Co-Chairs the Public Safety Committee	1	Elected	Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.
Education Representative Term: 2 Years Chairs/Co-Chairs the Education Committee.	1	Elected	Anyone who lives, works, or owns real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the boundaries of the Neighborhood Council.
At-Large Community Interest Representative Term: 2 Years	1	Elected	Anyone who declare a stake in the neighborhood as a community interest stakeholder and are 18 years of age or older at the time of election. The At-Large Community Interest Representative must participate on at least one committee.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works or owns real property within the STNC boundaries or those that declare a stake in the neighborhood as a community stakeholder.
Region 1 Representative Term: 2 Years	2	Elected	Anyone who lives, works, or owns real property within the Region 1 boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the Region 1 boundaries of the Neighborhood Council.

Region 2 Representative Terms: 2 Years	2	Elected	Anyone who lives, works, or owns real property within the Region 2 boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the Region 2 boundaries of the Neighborhood Council.
Region 3 Representative Terms: 2 Years	3	Elected	Anyone who lives, works, or owns real property within the Region 3 boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the Region 3 boundaries of the Neighborhood Council.
Region 4 Representatives Terms: 2 Years	4	Elected	Anyone who lives, works, or owns real property within the Region 4 boundaries and who are 18 years of age or older at the time of election.	Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property within the Region 4 boundaries of the Neighborhood Council.