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**THE SUN VALLEY AREA NEIGHBORHOOD COUNCIL BYLAWS**

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## **ARTICLE I NAME**

The name of the organization shall be "The Sun Valley Area Neighborhood Council" (SVANC).

## **ARTICLE II PURPOSE**

A. The SVANC shall promote the increased public participation in local government and working towards making local government more responsive to local needs.

## **ARTICLE III BOUNDARIES**

The SVANC covers a geographic area described below.

**Section 1: Boundary Description** – The SVANC's geographic area shall be all of the zip code 91352 (except for those parts of the zip code that are already within the certified boundaries of adjacent Neighborhood Councils, including the exceptions specified below), parts of 91605 as specified below, and those parts of 91504 and 91505 which are within the boundaries of the City of Los Angeles:

- A. Exception #1 in Zip Code 91352: The area known as La Tuna Canyon - North of Vinedale St; East behind the commercial properties on Sunland Bl., starting south of the Hansen Heights Channel undercrossing; And east of Sunland Bl., starting north of the Hansen Heights Channel undercrossing.
- B. Exception #2 in Zip Code 91352: The area known as Shadow Hills, north of Sunland Bl./Stonehurst Ave.
- C. 91605: For any streets that are 91605/91352 adjacent, the east sides of Lankershim, Irvine, Tujunga, and the north sides of Cantara, Strathern, and Sherman Way shall be considered within the SVANC boundary.

The boundaries of the SVANC are set forth in Attachment A - Map of the Sun Valley Area Neighborhood Council.

**Section 2: Internal Boundaries** – Not applicable.

## **ARTICLE IV STAKEHOLDER**

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

## **ARTICLE V GOVERNING BOARD**

The Board of Directors (“the Board”) shall be the Governing Body of the SVANC.

**Section 1: Composition** - The Board shall consist of twenty-five (25) Directors from the following categories:

- A. Residential Stakeholder - Seven (7) elected. Top three (3) or four (4) candidates receiving the most votes in this category depending on the election year. An individual whose primary residence is within the SVANC boundaries.
- B. Business/Property Owner Stakeholder - Seven (7) elected. Top three (3) or four (4) candidates receiving the most votes in this category depending on the election year. An individual who owns property (other than their primary residence) within the SVANC boundaries, owns or operates a business within the SVANC boundaries, or an individual who works within the SVANC boundaries.
- C. At-Large Stakeholder - Six (6) elected. Top two (2) or four (4) candidates receiving the most votes in this category depending on the election year. An individual who participates in, but is not an employee of, an organization or group that has a physical address within the SVANC boundaries, including but not limited to community-based, faith-based, or educational, which is not already identified in the stakeholder groups listed above.
- D. Community Interest Stakeholder – One (1) elected. Top one (1) candidate receiving the most votes in this category in the designated election year. Any individual who declares 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, can be a candidate only in this category. Stakeholders who are 18 years of age or older, and those who are qualified as Community Interest stakeholders per the definition in Article IV (Definition of a Stakeholder), can vote for this seat.
- E. Youth Representative Stakeholder – Two (2) appointed. At its first opportunity following the elections, the Board will appoint its Youth Representatives (ages fourteen (14) to twenty-one (21)).

If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.

- F. Senior Representative Stakeholder – Two (2) appointed. At its first opportunity following the elections, the Board will appoint its Senior Representatives (over fifty-five (55) years of age or older).

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

**Section 2: Quorum** - A quorum shall be a minimum of seven (7) Directors, including at least one (1) officer.

Lack of Quorum: The Directors present at a duly called meeting at which a quorum is initially present, then subsequently lost, may not continue to do business and the meeting must be adjourned. If the loss of a quorum is temporary, a break can be called until a quorum is again present.

**Section 3: Official Actions** – Every act or decision done or made by a simple majority of the Directors present and voting, not including abstentions, at a Board meeting duly held at which a quorum is present is the act of the Board.

**Section 4: Terms and Term Limits** – No officer may serve for more than two (2) consecutive terms in any one (1) position.

Directors elected in the year 2014 will serve as follows: For the initial term those Director positions with the ranking order of most votes received in positions one (1), two (2), three (3) and four (4) shall have their positions up for election in 2018. Those Director positions with the ranking order of most votes received in positions five (5), six (6) and seven (7) (positions five (5) and six (6) for the At-Large category, and position one (1) for the Community Interest category) will have their positions up for election in the 2016.

In the election year of 2014, those Director positions with the ranking order of most votes received in positions one (1), two (2), three (3) and four (4) in 2010 will be up for re-election.

As of election year 2012, all terms for Directors of the Board will be four (4) years.

The two (2) Senior Representatives and the two (2) Youth Representatives have one (1) year terms and shall be appointed annually at the same time as the Executive Officers are elected by the Board or as soon thereafter as practicable.

In the event that the City revises its rules and regulations regarding elections and appointments for all Neighborhood Councils, those new rules will automatically supersede these Bylaws. The SVANC will therefore comply with all City ordinances and will revise its Bylaws accordingly at its earliest opportunity.

**Section 5: Duties and Powers.** It shall be the duty of the Directors to:

- A. Perform any and all duties imposed on them individually or collectively by law or by these By-laws and Standing Rules.

- B. Register their addresses with the Secretary of the SVANC, and notices of meetings mailed or e-mailed to them at such addresses shall be valid notice thereof.
- C. Directors shall serve without compensation. They shall be allowed reimbursement for expenses incurred in the performance of their regular duties as specified by the Department's Funding Manual.
- D. Maintenance of Council Records: The SVANC shall keep at its principal office within the Neighborhood Council boundaries:
  1. Minutes of all meetings of Directors, committees of the Board and any regular or special meetings of the Board which shall indicate the location of such meetings, how the meeting was called, how notice was given and the names of the Directors present and the proceedings thereof.
  2. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.
  3. A record of its Directors, indicating their names and addresses, start and termination date of their terms.
  4. A copy of the SVANC By-laws, as amended to date, and all other public records shall be open to inspection by the public at all reasonable times.
- E. Director's Inspection Rights: Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and inspect the physical properties of the SVANC.

**Section 6: Vacancies** – Vacancies on the Board shall exist on the death, resignation, or removal of any Director.

- A. For the definition of an "alternate" and the requirements to maintain alternate status, refer to the SVANC Standing Rules.
- B. Any vacancy on the Board will be filled by an alternate, or if no alternate exists, shall be appointed by the Board if no alternate exists, by a majority vote.
- C. A person elected to fill a vacancy as provided for in this section shall hold office until the end of the current term for that individual or particular position.

Officers: Any vacancy caused by death, resignation, removal, disqualification, or otherwise, of any Officer shall be filled by a majority vote of the Board. The voting of the Board on any vacant position should be done as soon as practicable.

**Section 7: Absences** – Three (3) consecutive absences without a compelling reason given, and approved by the Executive Board, at regularly scheduled Board meetings shall constitute a Director's resignation. Four (4) absences at regularly scheduled Board meetings within twelve

(12) consecutive months without a compelling reason given, and approved by the Executive Board, shall constitute a Director's resignation.

The Secretary shall be responsible for notifying the Director of his/her removal.

**Section 8: Censure** – A Board or committee member may be officially reprimanded or censured for disruptive behavior or counterproductive behavior at board or committee meetings, violating the SVANC Code of Conduct, mishandling SVANC business or failing to regularly contribute to the substantial work of the SVANC. A Motion to Censure against a Board member can be made by a two-thirds (2/3) vote of the full Board. Censure of a Board or committee member may be introduced at a Board or Executive Committee meeting as a topic for a Future Agenda Item or as an item entitled: Disciplinary Actions. The person that proposes Censure of a Board or committee member shall, thereafter, be responsible for preparing a motion for a subsequent regular meeting. The motion must: a) identify the Board member to be censured: and b) describe the reasons for the Censure. The Board member that is the subject of the Censure will be notified in the usual manner in which he/she receives notice of regular Board meetings and shall have an opportunity to respond orally or in writing to the Board at the time of the regular meeting when the motion is considered by the Board. The Board's Standing Rules may include additional procedures. If a Motion of Censure is passed against a Board member, privileges shall not be suspended, but rather the reprimand will serve as a "warning" that a subsequent reprimand in a twelve (12) month period will serve as grounds for removal of a Board member. There is no appeal from the Board's action of censure, the censure is not the subject of SVANC's grievance procedure-the reprimand is final. The Board shall consult with the City Attorney's Office for advice and guidance prior to any consideration and action on a motion to censure.

**Section 9: Removal of Governing Board Members** - The SVANC shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following way:

- A. **Petition by Board** - A Director may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with SVANC business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Director's submission to the Board of a petition which includes: i) the identity of the Director to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of the same number of Stakeholders who elected the Director plus one (1) additional signature of a Stakeholder.
- B. The petition shall be delivered to all Directors and the matter placed on the agenda and scheduled for a vote at the next regular Board meeting.
- C. Removal of the identified Director requires a majority of the attending Directors.
- D. The Director who is the subject of the removal action shall have the right to deliver to the Directors a written statement about the matter and/or to speak at the Board prior to the

vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

- E. The Director being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.
- F. If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.
- G. The Board may declare vacant the office of a Director who has been declared of unsound mind by a final order of the court.

**Section 10: Resignation** – Any Director may resign upon giving written notice to the President or Secretary of the Board, unless the notice specifies a later time for the effectiveness of their resignation. No Director may resign if the SVANC would then be left without a duly elected Director or Directors in charge of its affairs, except upon notice to the Department.

**Section 11: Community Outreach** – An outreach committee will be selected to develop a procedure that establishes a consistent line of communication with all SVANC stakeholders to ensure even and fair dissemination of information in a timely manner.

## **ARTICLE VI OFFICERS**

**Section 1: Officers of the Board** – The Officers of the SVANC shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and a Treasurer. Officers shall serve on the Executive Committee.

**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:
  - 1. Supervise, direct and control the business of the SVANC under the guidance of the Board.
  - 2. Keep the Board informed of all transactions and activities as they pertain to the state and welfare of the SVANC.
  - 3. Preside at all regular and executive committee meetings in an impartial, unbiased manner.
  - 4. Oversee all contracts and obligations of the SVANC.
  - 5. Appoint all committees with the approval and guidance of the Board.
  - 6. Represent the SVANC at appropriate events where SVANC's presence is either mandatory, advisable or beneficial to its programs.
- B. The 1<sup>st</sup> VICE PRESIDENT shall:
  - 1. In the absence of the President, serve in his/her stead.
  - 2. Assist the President in the supervision, direction and control of business of the SVANC.



3. Automatically becomes President if and when the President is unable to complete the term of office, serving until that term has expired and has the right to decline the presidential position, which shall cause nomination and a vote by the Board for a new President to serve the remainder of the term.

C. The 2<sup>nd</sup> VICE PRESIDENT shall:

1. In the absence of the President and 1<sup>st</sup> Vice President, serve in their stead.
2. Assist the President and 1<sup>st</sup> Vice President in the supervision, direction, and control of the business of the SVANC.
3. Ascend the ladder of responsibility as needed.

D. The SECRETARY shall:

1. Keep, or cause to be kept, records of the SVANC as dictated by law, DONE requirements, and the SVANC Standing Rules
2. Have all signatories read and confirm the accuracy of correspondence and obtain necessary signatures prior to mailing.
3. Prepare either photocopies or virtual unalterable copies of outgoing correspondence as follows:
  - a. One (1) for SVANC file
  - b. One (1) for EACH of the signatories and the President

E. The TREASURER shall:

1. Maintain or oversee the maintenance of the financial books of the SVANC, utilizing a methodology that complies with Generally Accepted Accounting Practices (GAAP).
2. Prepare current financial reports and present at all regular Board meetings.
3. Disburse funds as authorized by the Board.
4. Oversee the financial management of the SVANC.
5. Supervise the formation of the annual budget.
6. Reconcile the bank statements in a timely manner.

**Section 3: Election of Officers** - Officers shall be elected by the Board annually. The elections shall be held at the first meeting after the Board election and each year on the anniversary of that election.

**Section 4: Officer Terms** - The term of an Officer shall be one (1) year. An Officer may hold the same office for a maximum of two (2) consecutive terms. After an interval of one (1) year, the Board Member shall be eligible to seek the same office again.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

**Section 1: Standing** - All rules and regulations about the committees and their duties will be found in the Standing Rules of the SVANC.

**Section 2: Ad Hoc** - All rules and regulations about the committees and their duties will be found in the Standing Rules of the SVANC.

**Section 3: Committee Creation and Authorization** - All rules and regulations about the committees and their duties will be found in the Standing Rules of the SVANC.

### **ARTICLE VIII MEETINGS**

All meetings of the SVANC and any and all committees shall be in conformance with the Brown Act and the Neighborhood Council Agenda Posting Policy.

**Section 1: Meeting Time and Place** - Meetings shall be held at the principal office of the SVANC unless otherwise provided by the Board or at such place within the SVANC boundaries, which has been designated from time to time by resolution of the Board of Directors.

- A. **Regular Meetings** - Regular meeting of Directors shall be held at least quarterly at a regular time and place. The Board may reschedule meetings upon majority agreement, and such changes of regular meetings shall not be deemed as amendment of these By-laws.
  
- B. **Special Meetings** - Special meetings of the Board may be called by the President, the Vice Presidents, the Secretary, or by any two (2) Directors, and such meetings shall be held at the place designated by the person or persons calling the meetings, and in the absence of such designation, at the principal office of the SVANC, or within the boundaries of the SVANC.

**Section 2: Agenda Setting** - Agenda shall be regulated by the standing rules of the SVANC.

**Section 3: Notifications/Postings** - Notification of all meetings shall be specified with the Department, on the SVANC website, publicly posted as specified in the SVANC Standing Rules, and emailed out to Stakeholders who have requested them. Regular and special board meeting agendas shall also be emailed to the Department.

**Section 4: Reconsideration** - The Board may reconsider or amend its actions through a Motion for Reconsideration process defined in its Standing Rules.

### **ARTICLE IX FINANCES**

Annual Report: The Board shall issue a report after the close of the SVANC fiscal year, to all Directors of the SVANC, and to any Stakeholder who requests it in writing. The fiscal year of the SVANC shall begin on the first day of July and end on the last day of June each year. The report shall contain the following information in appropriate detail - the expenses or disbursements of the SVANC, for both general and restricted purpose, during the fiscal year, in monthly installments.

## ARTICLE X ELECTIONS

**Section 1: Administration of Election** - The SVANCs 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** - All Stakeholders aged eighteen (18) and above shall be entitled to vote in the SVANC elections.

**Section 4: Method of Verifying Stakeholder Status** - Voters will verify their Stakeholder status through written self-affirmation.

**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

Any individual stakeholder or group of Stakeholders of the SVANC shall be able to express any concerns to the Board of the SVANC, about its decisions and/or actions, by submitting a written signed grievance to the Secretary or other officers of the SVANC for recording with the Secretary. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

A. The Grievance shall be submitted in writing within sixty (60) days from the time the complainant became aware of the alleged violation, and shall contain an allegation of the facts on which the grievance is based, including the applicable dates, and shall specify the nature of the resolution sought. Grievance filings after the sixty (60) day period will be reviewed by the Board and the Department to determine whether or not the issue can still be addressed.

B. The person or persons making the grievance shall be notified in writing of the date and time of the meeting of the Board at which the grievance shall be brought forward for discussion.

C. The Board shall appoint an ad-hoc committee of no less than three (3) Directors to investigate the grievance and prepare a recommendation for the Board.

D. The recommendation from the ad hoc committee shall be placed on the agenda of the next Board meeting for discussion and action. The person or persons filing the grievance shall be notified in writing of the date and time of this Board meeting.

E. In the event that the grievance cannot be resolved to the satisfaction of the person or persons filing the grievance, the complainant(s) has the right to file a complaint with the Department per the Plan for a Citywide System of Neighborhood Councils.

### **ARTICLE XII PARLIAMENTARY AUTHORITY**

The SVANC shall use the Rosenberg's Rules of Order when conducting SVANC meetings. If Rosenberg's Rules of Order are silent on an issue, the Council shall refer to Robert's Rules of Order. Additional rules and/or policies and procedures regarding the conduct of Board meetings may be developed and adopted by the Board and those would be found in the SVANC Standing Rules. See the SVANC Standing Rules for a condensed version of Rosenberg's Rules of Order.

### **ARTICLE XIII AMENDMENTS**

These bylaws may be altered, amended, or repealed and new By-laws adopted by approval of the Board pursuant to the SVANC Standing Rules and the Department.

### **ARTICLE XIV COMPLIANCE**

The SVANC will be subject to any and all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1). All applicable laws of local, state, and federal government shall be the minimum ethical standard for the SVANC, its Governing Body, and Community Stakeholders.

The SVANC will encourage all Community Stakeholders to participate in all of its activities, and will not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income or political affiliation.

**Section 1 - Code of Civility** – The Directors shall follow the SVANC Code of Civility:

*I Pledge to represent my neighborhood with dignity, integrity, and pride.*

*I will encourage other points of view, even when they differ from my own.*

*I will respect, value, and consider everyone's opinion.*

*I will find the good in my neighborhood, and praise it and promote it.*

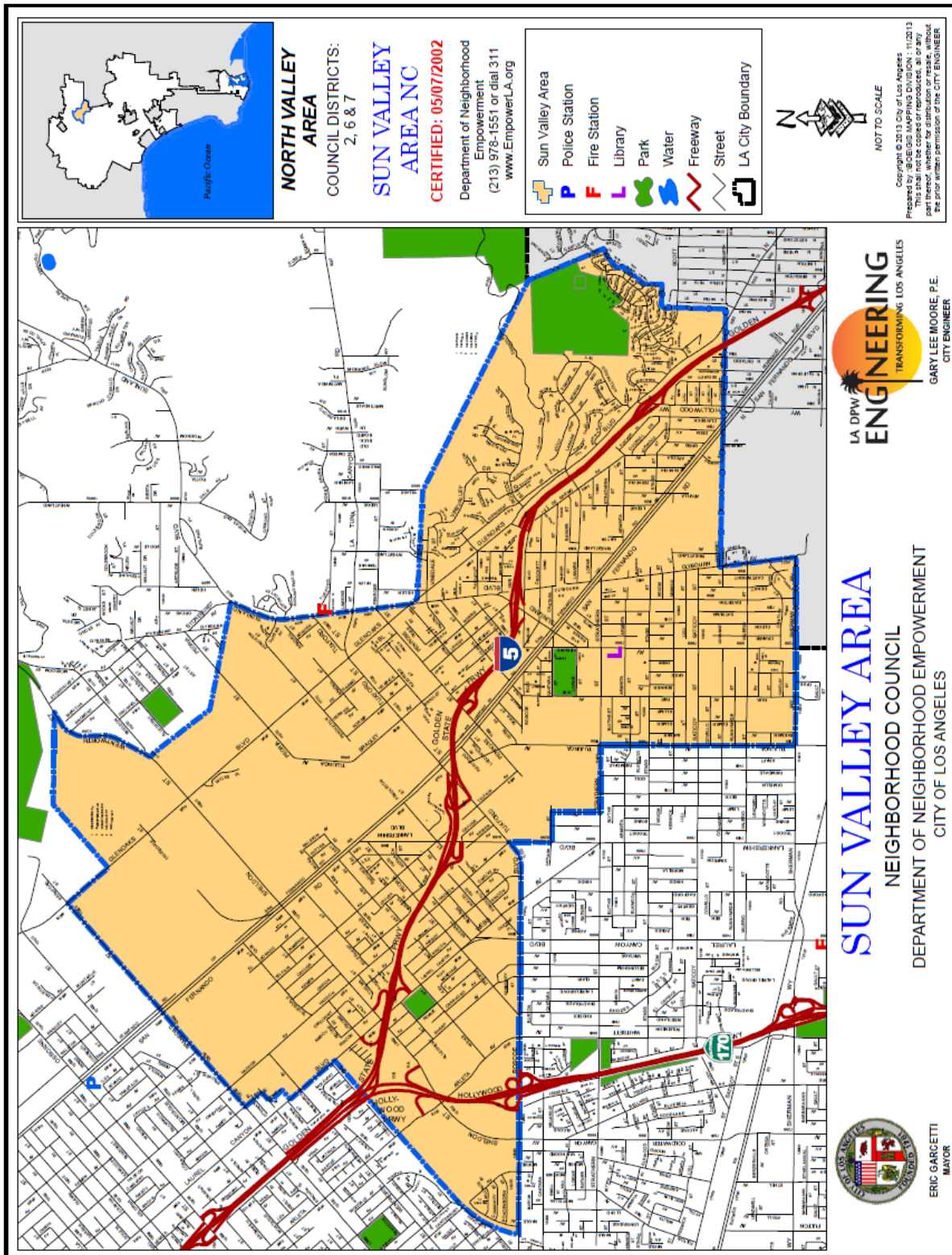
*To my neighbors, and to neighborhoods throughout the city of Los Angeles, I pledge to do this to the best of my ability*

Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

**Section 2** - All board members must take ethics and funding training prior to making motions and voting on funding related matters.

**Section 3** - Intentionally left blank.

# ATTACHMENT A – Map of the Sun Valley Area Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting**  
**Sun Valley Area Neighborhood Council – 25 Board Seats**

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Residential Stakeholder Directors Term: 4 Years	7	Elected	Community Stakeholder who is 18 years of age or older whose primary residence is within the SVANC boundaries.	Community Stakeholder who is 18 years of age or older, except those who are voting as community interest stakeholders.
Business/Property Owner Stakeholder Directors Term: 4 Years	7	Elected	Community Stakeholders who is 18 years or older who owns property (other than their primary residence), within the SVANC boundaries, owns or operates a business within the SVANC boundaries, or works within the SVANC boundaries.	Community Stakeholder who is 18 years of age or older, except those who are voting as community interest stakeholders.
At-Large Stakeholder Directors Term: 4 Years	6	Elected	Community Stakeholder who is 18 years of age or older who participates in an organization or group within the SVANC boundaries, including but not limited to community-based, faith-based or educational, which is not already identified in the stakeholder groups listed above.	Community Stakeholder who is 18 years of age or older, except those who are voting as community interest stakeholders.
Community Interest Stakeholder Directors Term: 4 Years	1	Elected	Community Stakeholder who is 18 years of age or older who demonstrates that he/she is a community interest stakeholder.	Community Stakeholder who is 18 years of age or older and those who are only voting as community interest stakeholders.
Youth Representative Stakeholder Directors Term: 1 Year	2	Appointed	Community Stakeholder who is 14-21 years of age who lives, works owns property or attends school within the SVANC boundaries.	N/A
Senior Representative Stakeholder Directors Term: 1 Year	2	Appointed	Community Stakeholder who is 55 years of age or older who lives, works or owns property within the SVANC boundaries.	N/A