



agenda

# COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...



## BOARD AND STAKEHOLDER/STRATEGIC PLANNING MEETING AGENDA

Monday, November 17, 2014 » 6:30 p.m.  
**CABRILLO MARINA COMMUNITY BUILDING**  
**VIA CABRILLO MARINA – BERTH 28**

*The public is invited to speak on issues of general interest during the public comment periods at the beginning and end of the meeting. Comments on specific agenda items will be heard only when those items are considered. To ensure that all are heard, a time limit on public speakers may be set. Those wishing to make comment, but not wanting to speak publicly, may submit written communications to the committee.*

1. **CALL TO ORDER** | and roll call.
2. **PUBLIC COMMENT** | Non-agenda items
3. **MINUTES** | Presentation of October 20, 2014 minutes for approval
4. **BUDGET & FINANCE** | Presentation for approval of monthly financial report

**TRANSACTIONS APPROVAL** | Presentation for approval of monthly budgetary expenditure's and bank statements.

**Budget Motions 11/17/14:**

No motions from committee brought forth

5. **LAPD REPORT** (10 Min)
6. **WRITTEN REPORTS FROM GOVERNMENT AGENCY REPRESENTATIVES** » | **CD15** | **Port of LA** | **US Congress** | *Others. (5 minutes each)*
7. **COMMITTEE QUESTION TIME** | *(S)Election* | *Communications* | *Education* | *Public Safety* | *Port & Environment* | *Rec & Parks* | *Cultural* | *Rules & Bylaws* | *Transportation & Planning* | *Coastal Risk & Beautification*
8. **APPOINTMENTS** | *to Committees and other Committee actions*
  - a. **Nomination to fill board seat vacated by Chris Nagle**
  - b. **Other committee appointments as introduced.**
  - c. **PRESENTATIONS:**

**Recognition of SPHS Senior Rebecca Hudson: Brought by Matt Match:**

The last time Coastal San Pedro Stakeholder Rebecca Hudson missed a day of school, she was a student at Dana Middle School and George Bush was the President. Since that time she has become an example of commitment, consistency, and incredible dependability. Rebecca is now a senior at San Pedro High School. She has spent her high school years representing her community as a member of

the Pirates Drill Team. She's a busy teenager with a lot going on; but *nothing* interferes with her going to school. And this is why the Coastal San Pedro Neighborhood Council is honoring her: Rebecca Hudson has not been absent from school in the past 7 years! An incredible accomplishment. She has a 3.0 GPA and after graduation plans to attend Harbor College before transferring to Fullerton to pursue a career in Nursing. She has an amazing work ethic to continually produce a perfect attendance track record year after year. The Coastal San Pedro Neighborhood Council is honored to recognize Rebecca Hudson for this impressive achievement; but also to recognize her inner personal qualities and character which fueled this feat because that's the stuff that will pave the way to a successful future.

**9. CHAIRMAN/PRESIDENT'S REPORT**

- a. Announce and request motion to approve meeting dates for July to December 2015:

July	20 <sup>th</sup>	Oct	19 <sup>th</sup>
Aug	17 <sup>th</sup>	Nov	16 <sup>th</sup>
Sept	21 <sup>st</sup>	Dec	21 <sup>st</sup>

**10. ACTION ITEMS:**

- a. **Sponsorship Requests: Recommended by Budget & Finance:** No sponsorship requests received.
- b. **Stakeholder/non committee motions:**
  - i. **Brought by Ted Shirley:** *Coastal San Pedro Neighborhood Council will fund a Neighborhood Purpose Grant not to exceed \$1,000 to the Harbor Area Boosters for the purchase of deployment backpacks and supplies for the San Pedro High School Community Emergency Response Team class.*
- c. **Committee Motions:**
  - i. **Motion from Rec and Parks Committee regarding Sunken City: See Attached**
  - ii. **Motion to amend Bylaws-First Reading-See attached for text of specific language**
  - iii. **Motion to amend Standing Rules- See attached for text of specific language**

**11. PUBLIC COMMENT | *Non-agenda items***

**12. ANNOUNCEMENTS**

**13. ADJOURNMENT**

**For more information, please call 310.721.7107; write to CSPNC, 1536 West 25th Street #223, San Pedro, CA 90732; or visit the Coastal San Pedro Neighborhood Council website at [www.cspnc.org](http://www.cspnc.org).**

**As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, listening devices, or other auxiliary aids and/or services may be provided upon request. Please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting us at (310) 918-8650. In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the Board members in advance of a meeting may be viewed at our website by clicking on the following link: [www.cspnc.org](http://www.cspnc.org), at a location given in the item number of the agenda or at the scheduled meeting. In addition if you would like a copy of any record related to an item on the Agenda, please contact the Coastal San Pedro Neighborhood Council at 310-918-8650.**

## **Motion from November 03, 2014 CSPNC Recreation and Parks Committee Meeting**

### **Motion to Place the Following Action Item Regarding Sunken City on the November 17, 2014 Board and Stakeholder Meeting Agenda**

Passed, 3 yes (Healy, Nagle, Smith), 2 abstention (Baeza, Dimon)

Whereas, Sunken City officially has been closed off to the public by a high iron fence for over a decade, and

Whereas, Sunken City has become a very attractive nuisance appealing to those who “seek adventure” in Los Angeles, being advertised in *Hidden Adventures in Los Angeles*, and

Whereas, the citizens who live next to Sunken City are subjected to vandalism, harassment, noise and pollution, especially at night, and

Whereas, Sunken City has become a prime target for graffiti, and

Whereas, the City of Los Angeles has claimed in court that it has no liability for accidents at Sunken City, and

Whereas, policing of Sunken City is a continuing expense to Los Angeles but has not been effective enough to stop trespassing or accidents, and

Whereas, a committee of the Point Fermin Residents Association has met with both its senior lead officer Eve Wight, members of Council District 15, and the Coastal San Pedro Neighborhood Council has had a verbal report from the Los Angeles Recreation and Parks staff about the closure of Sunken City, and Recreation and Parks to discuss these issues, and

Whereas, the Sunken City Committee wants changes to the LA City policies regarding Sunken City to change the use of Sunken City from a negative one to one of inclusion and benefit to the whole community, now therefore,

The Coastal San Pedro Neighborhood Council (CSPNC) requests a meeting with the Los Angeles City Attorney to discuss liability issues at Sunken City, and

Further, the CSPNC requests the most recent geological studies of Sunken City be shared with the CSPNC, the Point Fermin Residents Sunken City Committee and the relevant committees of the CSPNC.

*Motion from Rules and Bylaws Committee*

**B1. Motion to immediately replace Bylaws Article VIII Section 3. Notification with the text of DONE Policy Number 2014-01 regarding posting of meetings**

*Whereas*, the Board of Neighborhood Commissioners (BONC) passed Policy 2014-01 in May 2014 which defines Neighborhood Council agenda posting requirements; and

*Whereas*, item 7 of that policy reads: “These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance”; and

*Whereas*, Neighborhood Councils are legally bound to follow BONC policy; therefore

*Resolved*, the Secretary of the Coastal San Pedro Neighborhood Council (CSPNC) is directed to immediately change Article VIII Section 3 of the CSPNC Bylaws as follows (text to be removed in ~~strikeout~~, text to be added in **boldface**):

Article VIII

**Section 803. Notification. Notice of all meetings of the Council will be given in such manner as the Governing Board may prescribe. The Council shall post at least one Brown Act compliant agenda for all Board and Committee meetings. Any additional physical postings shall be within the Neighborhood Council boundaries and shall be Brown Act time compliant.**

**The Council shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.**

**The Council shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.**

**If the Council maintains an email list of stakeholders, the Council may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list will not be required to comply with the Brown Act's time limits for posting agendas.**

**The Council shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. The Council shall be required to submit this information on a form approved by the Department.**

**If the Council does not maintain a web site or, if available a page on the EmpowerLA web site shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.**

## *Motion from Rules and Bylaws Committee*

### **B2. Motion to amend Bylaws Article VIII Section 1. Meeting Time and Place — Determine who has the authority to set a Governing Board meeting date if the Board fails to do so**

*Whereas*, the Governing Board of the Coastal San Pedro Neighborhood Council (CSPNC) is the sole authority for fixing the time and place of meetings of the Governing Board according to Article VIII Section 1 of the CSPNC Bylaws; and

*Whereas*, there is no provision for setting a time and date for Governing Board meetings in the event that the Governing Board fails to do so; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council shall make the following amendment to its Bylaws (text to be removed in ~~strikeout~~, text to be added in **boldface**):

Article VIII

**Section 801. Meeting Time and Place.** Meetings of the Council will be held within the Council area on a regular basis, at least once per calendar quarter, at the time and place fixed by resolution of the Governing Board. **In the absence of a resolution by the Governing Board that sets a meeting date, it shall be the responsibility of the President to set a meeting date consistent with the regular schedule previously adopted by the Governing Board.**

Special Meetings: The President, or in his/her absence, the Vice President, may call a special...

### **B3. Motion to amend Bylaws to bring non-substantive language into compliance with Department of Neighborhood Empowerment requests**

*Whereas*, the Department of Neighborhood Empowerment has suggested numerous non-substantive changes to the language of the Bylaws of Coastal San Pedro Neighborhood Council; and

*Whereas*, these changes have been evaluated and combined with other changes that non-substantively remove unnecessary or redundant language; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council (CSPNC) shall make the following package of amendments to its Bylaws, as detailed in the attached marked-up version of the Bylaws that reflect accepted and unaccepted recommendations from the Department of Neighborhood Empowerment as well as related non-substantive changes.

*[Consult appended marked-up copy of Bylaws]*

*Motion from Rules and Bylaws Committee*

**B4. Motion to amend Bylaws Article V Section 6. Vacancies — Agendize vacancies**

*Whereas*, the Bylaws of the Coastal San Pedro Neighborhood Council have a procedure for appointing stakeholders as Board members to fill vacancies; and

*Whereas*, it is important to let stakeholders know of such opportunities well in advance so that they may consider candidacy;

*Resolved*, the Coastal San Pedro Neighborhood Council shall make the following amendment to its Bylaws (text to be removed in ~~strikeout~~, text to be added in **boldface**):

Article V

**Section 506.** Vacancies. Any vacancy on the Governing Board may be filled by vote of a majority of the remainder of the term to which they are appointed. **The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board following acceptance of the letter of resignation.** Members so elected will immediately...

**B5. Motion to amend Bylaws Article XI Section 1. Grievance Process — Assign specific grievance process language to the Standing Rules**

*Whereas*, the Bylaws of the Coastal San Pedro Neighborhood Council are not specific on procedures to be followed for a grievance process; and

*Whereas*, specific procedures are better placed in the Standing Rules, where they can be changed as needed or desired without requiring a full update of the Bylaws; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council (CSPNC) shall make the following amendment to its Bylaws (text to be removed in ~~strikeout~~, text to be added in **boldface**), revising Bylaws Article XI — Grievance Process §1101:

Article XI

~~1101. Grievance Process. The Coastal San Pedro Neighborhood Council shall have a procedure for considering stakeholder grievances and this procedure shall be consistent with rules and regulations set forth by the City of Los Angeles through its Charter, its ordinances, and its rules as communicated by agencies including the Department of Neighborhood Empowerment.~~  
**The Grievance Process shall be established by Standing Rules adopted by the Governing Board.**

*Motion from Rules and Bylaws Committee*

**B6. Motion to amend Bylaws Article V Section 4 and Article X Section 1 to change Board terms of office and selection procedures to provide for two-year overlapping terms of office.**

*Whereas*, it may be desirable to have two year overlapping terms of office for Board Members of the Coastal San Pedro Neighborhood Council instead of the current one-year terms; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council shall make the following amendments to its Bylaws (text to be deleted is in ~~strike through~~, text to be added is in **boldface**):

Article V

**Section 1004.** Terms and Term Limits. The regular terms of office for Governing Board members shall be for a period of ~~one (1) year~~ **two (2) year staggered terms** commencing July 1 and ending June 30 ~~of the following year~~ **or until a successor is appointed**. There shall be no term limits.

Article X

**Section 1001.** Administration of Selection Process Elections. **The Council shall hold a selection process instead of an election to fill the Governing Board. Members for expiring seats on** ~~the~~ Governing Board will be chosen at an annual meeting which will be held during ~~the~~ month of May. The Governing Board shall, no later than February 1, set the date of the annual meeting. **To begin the staggered terms in the first year, the nine (9) candidates receiving the most votes shall receive two (2) year terms; the remaining eight (8) candidates shall receive one (1) year terms; thereafter all terms shall be for two (2) years.** A selection committee consisting of stakeholders, who cannot be candidates, shall be appointed by the Governing Board no later than ninety (90) days prior to the date of the annual meeting. The selection committee shall promulgate procedures for the conduct of the annual meeting and selection of Governing Board members. The selection committee shall also choose an independent and neutral third party to monitor the selection process and certify the result. All selection procedures shall be in conformity with the selection rules established by the City of Los Angeles **and shall be approved by the Department of Neighborhood Empowerment.**

## *Motion from Rules and Bylaws Committee*

### **SR1. Motion to create a new Standing Rule on Grievance Process**

*Whereas*, the Department of Neighborhood Empowerment promulgates a reasonable set of procedures in its suggested Bylaws Template of 12 April 2011; and

*Whereas*, it is desirable that the Coastal San Pedro Neighborhood Council have a clearly documented grievance process; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council shall create a new Standing Rule to document its grievance process, using content adapted from the Department of Neighborhood Empowerment's "Neighborhood Council Bylaws Template Language April 2011":

**This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Board meetings.**

**Board members are not permitted to file a grievance against another Board member or against the Board.**

**Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Board meeting.**

**At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.**

**Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.**

**Within two (2) weeks following such meeting, a member of the panel shall 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 a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.**

### **SR2. Motion to create a new Standing Rule permitting use of a consent agenda**

*Whereas*, it is often convenient and efficient to group non-controversial agenda items together for consideration with a single vote at Board meetings; and

*Whereas*, such use of a "consent agenda" or "consent calendar" should be authorized by a Standing Rule; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council shall create a new Standing Rule to authorize the use of a consent agenda:

**A consent agenda containing multiple motions may be part of the Board Meeting agenda. Any item may be removed from the consent agenda at the request of any Board Member or stakeholder present at the meeting. Items not removed may all be adopted by a single vote without debate.**



*Motion from Rules and Bylaws Committee*

**SR3. Motion to create a new Standing Rule recommending that a standing Board should, at its last meeting, schedule a Special Meeting of the newly elected Board solely for the purpose of electing officers and committee chairs.**

*Whereas*, it is very difficult for a newly elected Governing Board to begin operations in the absence of officers and committee chairs, leading to a long lag before being able to conduct business; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council shall adopt a new Standing Rule:

**At its last meeting, a standing Governing Board should schedule a Special Meeting for the earliest practical date for the newly elected Governing Board to select officers and appoint committee chairs.**

**SR4. Motion to amend the Standing Rules to indicate that committee chairs and members serve until replaced, and recommending that a newly elected Board reconsider all chairmanships and memberships.**

*Whereas*, the Coastal San Pedro Neighborhood Council (CSPNC) has no Bylaw or Standing Rule describing the terms of committee chairs and member appointments; and

*Whereas*, the CSPNC has traditionally reconsidered all committee chair and member positions at the first meeting of newly elected Governing Boards; therefore

*Resolved*, the Coastal San Pedro Neighborhood Council shall amend its Standing Rule on “Organization and Composition of Committees” as follows (text to be inserted in **boldface**):

Standing committees of the Council shall have at least three members, at least one of whom shall be a member of the Governing Board. Committees shall require a quorum of three to transact business. Committee members will be appointed by the Governing Board and must be ratified by the Board in order to vote at committee meetings. The Governing Board shall elect committee chairpersons. **The Governing Board should appoint all committee chairs and members annually at the first meeting of a newly elected Board. Committee chairs and committee members serve until replaced by the Governing Board.** State of California and City of Los Angeles conflict of interest and ethics rules shall apply to members of standing committees with regard to voting and other duties they perform as committee members. The president shall be considered a member of the committee for purposes of determining a quorum and casting votes.

*Key to revisions:* Addition suggested by DONE accepted    Addition rejected by CSPNC  
 Removal suggested by DONE accepted    Removal rejected by CSPNC  
 Added by CSPNC  
 Removed by CSPNC  
*Annotations, not text of the Bylaws*  
 All text in ~~strikeout~~ is to be removed.  
 Except annotations, all text not in ~~strikeout~~ is recommended to keep.

## BYLAWS OF THE COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

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### ARTICLE I — NAME

**401. Name:** The name of this organization is the COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL and is hereafter referred to as the "Council."

### ARTICLE II — PURPOSE

**201. Purpose:** The purposes of the Council are (1) to provide a means for neighborhood stakeholders to express their collective will to municipal decision makers with regard to issues involving the community; (2) to provide a means of oversight of municipal departments providing services to the neighborhood; and (3) to provide neighborhood consultation and input regarding planning, zoning, and budgeting priorities.

### ARTICLE III — BOUNDARIES

**Section 1. Boundary Description. 301. Boundaries:** The area within the jurisdiction of the Council is bounded on the west commencing at the Pacific Ocean shoreline adjacent to the Los Angeles city boundary with the city of Rancho Palos Verdes and thence proceeding north along that boundary line to the northern boundary of Bogdanovich Park, thence east to Western Avenue, southerly along the center line of Western Avenue to the intersection of 19th Street, thence easterly along the center line of 19th Street to the intersection of Weymouth Avenue, thence northerly along the center line of Weymouth Avenue to the intersection of 18th Street, thence easterly along the center line of 18th Street to a point 100 feet west of the intersection of Pacific Avenue, thence northerly along a line 100 feet west of Pacific Avenue to the intersection of 14th Street, thence easterly along the center line of 14th Street to a point intersecting with the center line of the S.P. Slip of the Port of Los Angeles, thence southerly along the center line of the S.P. Slip to the Los Angeles breakwater.

**Section 302. Internal Boundaries.** Not applicable.

### ARTICLE IV — STAKEHOLDERS

**401. Stakeholders.** A stakeholder is defined as any individual who lives, works, or owns property in the Neighborhood Council area. In addition, stakeholder status is conferred on those who declare a stake in the neighborhood and affirm the factual basis for it. "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. *[Now as amended to conform with City law.]*

## ARTICLE V — GOVERNING BOARD

**Section 501. Composition.** The Governing Board shall consist of seventeen (17) members. All Governing Board members shall be stakeholders of the Coastal San Pedro neighborhood as defined in Article IV. Governing Board members shall be stakeholders during their entire term of office and at least eighteen (18) years of age at the time of their election.

**Section 502. Quorum.** Nine (9) Governing Board members will constitute a quorum for the transaction of business at any meeting thereof.

**Section 503. Official Actions.** A majority vote of the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these bylaws.

**Voting by Proxy:** Voting by proxy shall not be allowed at meetings of the Governing Board or committees.

**Section 504. Terms and Term Limits.** The regular terms of office for Governing Board members shall be for a period of one (1) year commencing July 1 and ending June 30 of the following year.

There shall be no term limits.

**Section 505. Duties and Powers.** The primary duties of the Board shall be to govern the Council and carry out its objectives.

**Cooperation with Other Entities:** The Council has an inherent interest in many issues which transcend its boundaries. Therefore, the Governing Board may participate in wider-ranging political processes and enter into agreements with other neighborhood council organizations, which may include the selection of delegates chosen from among stakeholders for the purpose of representing the Council on regional and citywide organizations and issues groups.

**Section 506. Vacancies.** Any vacancy on the Governing Board may be filled by vote of a majority of the serving Governing Board members. Members so elected will immediately take office and serve the remainder of the term to which they are appointed. Any stakeholder may nominate an individual to serve, including themselves. Nominations may be received from the floor or via written communication. Nominees must accept nomination either personally or via written communication prior to the Board's vote. If no candidate receives a majority, the Board may continue to vote. In the event no candidates are nominated, or the Board is unable to choose an individual to serve, the Board may postpone the election to fill the vacancy or declare the seat vacant until the next stakeholder election.

**Section 507. Absences.** If a Board Member is absent from four (4) consecutive, regularly-scheduled Board meetings, his or her seat shall be vacant.

**Section 508. Censure.** Not applicable. Intentionally left blank.

**Section 509. Removal.** Not applicable. Intentionally left blank.

Adopted 27 February 2012

Approved January 26, 2014

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**Section 510. Resignation.** Not applicable. Intentionally left blank.

**Section 511. Community Outreach.** To the greatest extent possible, all meetings of the Governing Board are to be adequately publicized, including notification to area media. In addition, the Governing Board will, at least once each calendar quarter, report to stakeholders.

**512. Cooperation with Other Entities.** The Council has an inherent interest in many issues which transcend its boundaries. Therefore, the Governing Board may participate in wider-ranging political processes and enter into agreements with other neighborhood council organizations, which may include the selection of delegates chosen from among stakeholders for the purpose of representing the Council on regional and citywide organizations and issues groups.

## ARTICLE VI — OFFICERS

**Section 601. Officers of the Board.** The Executive Officers of the Council will be a President, Vice President, Treasurer, and Secretary. All of whom will be elected annually by the Governing Board and from their number. Officers serve at the pleasure of the Governing Board and unless sooner removed by a majority vote of the Governing Board, officers elected at the first meeting of the Governing Board will hold office until the election and qualification of their respective successors.

**Section 602. Duties and Powers.** Duties of the Officers and Members of the Governing Board are: President: The President shall preside at meetings of the Council. The President shall also perform such other duties as may be directed by resolution of the Council.

Vice President: The Vice President shall have and exercise all the powers, authority, and duties of the President during the absence of the latter. The Vice President shall also perform such other duties as assigned by the President or Council.

Secretary: The Secretary shall prepare and maintain full and correct records of all meetings of the Governing Board, which records shall be prepared within fifteen (15) days after the meetings. The Secretary shall give or cause to be given, in the manner prescribed in these bylaws, proper notice of all meetings of the Council and shall perform such other duties as may be directed by resolution of the Council.

Treasurer: The Treasurer, under the control and direction of the Council, shall establish an accounting system which complies with generally accepted accounting principles and provide and maintain full and complete records of all the assets and liabilities of the Council. Subject to limitations and control as may be imposed by the Governing Board, the Treasurer shall have custody of all funds, valuable papers, and other assets of the Council. The Treasurer shall collect all Council revenues and issue a receipt therefor. The Treasurer shall open and maintain a separate bank account for each type of appropriated fund or grant received from the city through the Mayor and/or City Council. Each type of fund or grant shall be duly accounted for under separate ledgers. The disbursement of funds shall require the signatures of the Treasurer and such other members of the Governing Board as the

Adopted 27 February 2012

Approved January 26, 2014

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~~Governing Board may designate.~~ The Council's financial records and account books shall be open and available for inspection by stakeholders and the general public. The Treasurer shall report quarterly to the stakeholders on the Council's finances. In addition, the Treasurer shall submit accounting statements to the Department of Neighborhood Empowerment at least once each quarter. Board Member. It shall be the duty of all board members to attend regularly-scheduled meetings of the Governing Board and serve as a member of at least one (1) committee of the Board.

**Section 603. Selection of Officers.** Officers shall be selected annually at the regularly scheduled Governing Board meeting in July.

**Section 604. Officer Terms.** Officers shall serve terms of one (1) year and may stand for re-election without limit. Officers serve at the pleasure of the Governing Board and may be removed from an officer position by majority vote of the Governing Board. Officers elected at the first meeting of the Governing Board will hold office until the election and qualification of their respective successors.

#### ARTICLE VII — COMMITTEES AND THEIR DUTIES

**Section 701. Standing Committees.** The Governing Board shall have the authority to establish standing committees as deemed necessary.

**Section 702. Ad Hoc Committees.** The Governing Board shall have the authority to establish ad hoc committees as deemed necessary.

**Section 703. Committee Establishment Creation and Authorization.** Committees shall be established by standing rules adopted by the Governing Board. The rules shall state the committee names, purpose, jurisdiction, composition, and method for selecting members and chairpersons.

#### ARTICLE VIII — MEETINGS

**Section 801. Meeting Time and Place.** Meetings of the Council will be held within the Council area on a regular basis, at least once per calendar quarter, at the time and place fixed by resolution of the Governing Board.

Special Meetings: The President, or in his/her absence, the Vice President, may call a special meeting of the Council at any time. At least two-thirds (2/3) of Governing Board members must give consent for special meetings to be held. Unless the Governing Board prescribes otherwise, the President, or in his/her absence the Vice President, will fix the time and place of special meetings. Special meetings must be publicly noticed at least forty-eight (48) hours prior to the meeting. All Governing Board members must receive written notice of special meetings at least forty-eight (48) hours prior to the meeting.

**Section 802. Agenda Setting.** Governing Board meeting agendas shall be established in accordance with standing rules adopted by the Governing Board.

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Public Comment: A public comment period will be provided at all regular meetings of the Council. The Governing Board will determine the format and amount of time allowed for the public comment period.

**Section 803. Notification/Postings.** ~~Notice of all meetings of the Council will be given in such manner as the Governing Board may prescribe. [Now being amended according to BONC policy.]~~

**Section 804. Reconsideration.** Reconsideration of adopted resolutions and motions shall be in accordance with Robert's Rules of Order, Newly Revised.

**805. Voting by Proxy.** ~~Voting by proxy shall not be allowed at meetings of the Governing Board or committees.~~

**806. Public Comment.** ~~A public comment period will be provided at all regular meetings of the Council. The Governing Board will determine the format and amount of time allowed for the public comment period.~~

#### ARTICLE IX — FINANCES

**904. Finances.** The Governing Board shall review its annual budget and make adjustments as needed to comply with City laws and administrative rules, and maintain compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

The Governing 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. ~~All financial accounts and records shall be available for public inspection and posted on the Council website, if available.~~

Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts. At least once each quarter, the President and at least one (1) individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department of Neighborhood Empowerment for further review.

#### ARTICLE X — SELECTION OF GOVERNING BOARD ELECTIONS

**Section 1001. Administration of Selection Process Elections.** The Council shall hold a selection process instead of an election to fill the Governing Board. The Governing Board will be chosen at an annual meeting which will be held during month of May. The Governing Board shall, no later than February 1, set the date of the annual meeting. A selection committee consisting of stakeholders, who cannot be candidates, shall be appointed by the Governing Board no later than ninety (90) days prior to the date of the annual meeting. The selection committee shall promulgate procedures for the conduct of the annual meeting and selection of Governing Board members. The selection committee

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shall also choose an independent and neutral third party to monitor the selection process and certify the result. All selection procedures shall be in conformity with the selection rules established by the City of Los Angeles and shall be approved by the Department of Neighborhood Empowerment.

**Section 4002. Governing Board Structure and Voting.** The number of Board seats, the eligibility requirements for holding any specific Governing Board seats, and which Stakeholders may vote for the Governing Board seats are noted in Attachment B.

**Section 4003. Minimum Voting Age.** Stakeholders must be at least eighteen (18) years old to vote at the annual meeting.

**Section 4004. Verifying Stakeholder Status.** Stakeholders shall provide proof of eligibility to vote in order to be allowed to vote. Proof of stakeholder status shall include name, age, and proof of stakeholder affiliation.

**Section 4005. Restrictions on Candidates for Multiple Seats.** Not applicable.

**Section 4006. Other Election Related Language.** Except for the requirements of stakeholder status and minimum age, the Council does not discriminate on any basis for eligibility to vote at the annual meeting or to be a candidate for a seat on the Governing Board.

#### ARTICLE XI — GRIEVANCE PROCESS

**1101. Grievance Process:** The Council shall have a procedure for considering stakeholder grievances and this procedure shall be consistent with rules and regulations set forth by the City of Los Angeles through its Charter, its ordinances, and its rules as communicated by agencies including the Department of Neighborhood Empowerment.

#### ARTICLE XII — PARLIAMENTARY AUTHORITY

**1201. Parliamentary Authority:** The most recent edition of Roberts Rules of Order, Revised shall be the parliamentary authority at meetings of the Council.

#### ARTICLE XIII — AMENDMENTS

The procedure for amending these bylaws shall include three (3) readings at successive regularly scheduled Governing Board meetings. Amendment of these bylaws shall require that all of the following actions must be accomplished:

First Reading: Any proposed amendment(s) must be properly placed on the agenda of a regularly scheduled Governing Board meeting, and at that meeting must be passed for further consideration by a majority of Governing Board members who are present and voting.

Second Reading: At the next regularly scheduled Governing Board meeting, the proposed amendment(s) shall be read aloud.

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Third Reading: At the next regularly scheduled Governing Board meeting, final passage shall require a two-thirds (2/3) vote of all serving Governing Board members and, in addition, by a simple majority vote of all stakeholders present and voting at that meeting.

For purposes of this section, Governing Board members are considered to be stakeholders in counting the stakeholder votes. Serving Governing Board members are all those members of the Governing Board holding office at the time, whether or not they are present at the meeting.

#### ARTICLE XIV — COMPLIANCE

**1401. Compliance with Law and Regulations:** The Council will comply with all applicable requirements of the Ralph M. Brown Act and all other rules and regulations for the conduct of Neighborhood Councils as promulgated by the Department of Neighborhood Empowerment.

**1401. Code of Civility.** Not applicable. Intentionally left blank

**1402. Training.** Not applicable. Intentionally left blank.

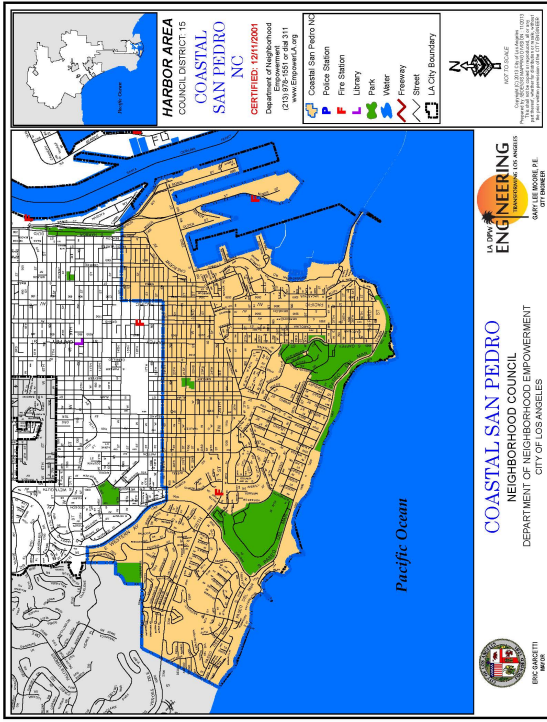
**1403. Self Assessment.** Not applicable. Intentionally left blank

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ATTACHMENT A — MAP OF THE COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL



ATTACHMENT B — GOVERNING BOARD STRUCTURE AND VOTING

Coastal San Pedro Neighborhood Council — 17 Board Seats

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Board Member	Selected at Annual Meeting	Stakeholder 18 and Older	Stakeholder 18 and Older