

APPROVED

**Central San Pedro Neighborhood Council
BYLAWS**

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To All to Whom These Presents Shall Come:

WHEREAS, a neighborhood that strives to create a strong sense of community among its members, will be invaluable for the service of the City, the State and the Nation;

WHEREAS, a community of well informed, well educated and well represented stakeholders, will enhance its role in shaping its very own destiny;

WHEREAS, the stakeholders will come together to form one voice despite their diverse economic, social, ethnic and political background to preserve the welfare of the community and enhance its commonwealth;

AND WHEREAS, it will be known that no person is an island;

NOW THEREFORE, KNOW ALL PERSONS, THAT THE CENTRAL SAN PEDRO NEIGHBORHOOD COUNCIL does under the provisions of the Los Angeles City Charter of 2000, _____, hereby adopt these Bylaws:

Mission

We, the members of San Pedro neighborhoods, together in unity and understanding and, at the gate of self government, are gathering to welcome everyone: residents, homeowners, businesses, churches, renters, organizations and others to make life a satisfying experience in our community of San Pedro.

Article I Name

The official name shall be the Central San Pedro Neighborhood Council, herein referred to as "The Council"

Article II Purpose, Goals, and Objectives

Section 2.100 The Purpose

To promote a strong sense of neighborhood by bringing stakeholders together to work on activities that enhances the livelihood of the community,

To function in an, advisory capacity to various Los Angeles City Departments, and elected officials thorough meetings and various forms of communications.

We will achieve this purpose by implementing the following procedures:

- 2.101 Provide all stakeholders an interactive platform to work on various activities that will enhance the livelihood of the community.
- 2.102 Protect the rights of individuals, minority and absent members.
- 2.103 Reach out to the diversity of stakeholders to reduce unwarranted tensions.
- 2.104 Increase community awareness on key issues.
- 2.105 Provide a forum for stakeholders to actively participate in discussion, review, and advocacy.
- 2.106 Engage all stakeholders in the decision-making process.

2.107 Provide means for stakeholders to express their collective will especially in their advisory role to the Los Angeles city government.

2.108 Provide means for stakeholders to have a role in a variety of community issues related but not limited to planning, policies, programs, budgeting, municipal oversight, community events, and community resources.

2.109 Practice civility and justice, impartiality and equality.

2.110 Recognize the rule of the majority.

Section 2.200 The Goals and Objectives are,

2.201 To promote public participation in City governance and decision-making processes so that government is more responsive to local needs.

2.202 To provide opportunities to build partnerships with government.

2.203 To promote and facilitate communication, interaction, and opportunities for collaboration among all Certified Neighborhood Councils regarding their common and varied concerns.

2.204 To facilitate the delivery of City services and City government responses in order to identify and prioritize needs and to effectively communicate those needs.

2.205 To insure equal opportunity to participate in governmental decision making and problem solving processes.

2.206 To create an environment in which all stakeholders will become involved including the grassroots of the community.

2.207 To foster a sense of community for all people to express ideas and opinions about their neighborhoods and their government.

Article III Stakeholders

Neighborhood Council membership is open to all stakeholders. "Stakeholders" shall be defined as those who live, work, or own property in the neighborhood and also to those who declare a stake in the neighborhood and affirm the factual basis for it.

Article IV Boundaries

The Council is bounded on the west commencing at the intersection of 18th Street and Leland Street, then northerly along the center line of Leland Street to 7th Street, then easterly on 7th Street to Meyler Street, then northerly on Meyler Street to 1st Street, then west on 1st Street to Bandini Street, then northerly along the center line of Bandini Street to Upland Avenue, then easterly on Upland Avenue to Meyler Street, then northerly on Meyler Street to Miraflores Avenue, then easterly on Miraflores Avenue to Pacific Avenue, then northerly on Pacific Avenue to a point where it intersects with the centerline of the Southwest Channel of Los Angeles Harbor, then easterly along the center line of the Southwest Channel to a point where it intersects with the Main Channel in the Turning Basin of The Port of Los Angeles, then southerly along the center line of the Main Channel to a point where it intersects with the center line of the San Pedro Slip of the Port of Los Angeles, then northerly along

the center line of the San Pedro Slip of the Port of Los Angeles to a point where it intersects with the center line of 14th Street. then westerly along the center line of 14th Street to a point 100 feet west of Pacific Avenue, then southerly along a line 100 feet west of Pacific Avenue to 18th Street, then westerly along the center line of 18th Street to Leland Street.

Article V The Governing Body

Section 5.100 The Governing Board

The governing body of The Council shall be referred to as "The Governing Board".

5.101 The Governing Board shall be elected from and by all the constituency of stakeholders as defined in Article III of these By Laws.

5.102 The Governing Board shall receive no monetary (or other) compensation for their services.

5.103 No single stakeholder group shall constitute a majority of the Governing Board.

5.104 The Governing Board shall have 17 seats.

5.105 The Governing Board shall be comprised of 17 "At Large Members."

Section 5.200 The Executive Board Officers

Five Executive Officers, President, Vice President, Secretary, Treasurer, and Communications Officer shall be elected through majority vote of the Board at the first meeting following their election. Officers shall be selected from among the 17 seated board members.

5.201 The President:

The President shall preside at all meetings of "The Governing Board " and of "The Council" and shall perform other duties prescribed to him/her by the Governing Board.

5.202 The Vice President:

The Vice-President shall assist the President and fills in during the Presidents absence and manages other responsibilities assigned to him/her by the Governing Board.

5.203 The Secretary:

- a. The Secretary shall record the minutes of meetings and the number of Governing Board and Stakeholders in attendance, posts minutes to website no later than 10 days after meetings, makes minutes available prior to the next meeting and maintains records, including a records/certification book.
- b. The Minutes shall state the time and place of holding all meetings; whether regular or special, and if special, how called or authorized; the notice given; the names of those present at Board meetings; and an account of the proceedings. The secretary will maintain all amendments to the bylaws.

5.204 The Treasurer:

- a. The Treasurer shall chair budget and finance responsibilities, maintains financial statements including a complete record of all assets and liabilities, revenues and expenditures, collects all Council revenues and issues receipts thereof, maintains custody of all funds and assets of the Council and reports at each Governing Board Meeting and Annual Meetings.
- b. Checks will require two signatures including the Treasurer and one other Executive Board Officer. The Treasurer in conjunction with the Governing Board will develop a written method for keeping the accounting records that complies with applicable local, state and federal laws, which includes generally accepted accounting principles. The Governing Board will provide stakeholders access to all financial records.
- c. The Treasurer shall chair the Finance Committee of the Governing Board.
- d. Records keep by Treasure will be available for review by all Stakeholders and the Department of Neighborhood Empowerment.

5.205 The Communications Officer:

The Communications Officer shall chair outreach, communication and Early Notification System activities to maximize stakeholder awareness and involvement.

Section 5.300 The At-Large Board Members (17)

5.301 These officers shall reflect the diversity of stakeholders,

5.302 Shall actively outreach stakeholder groups and individuals,

5.303 And shall promote the formation of neighborhood networks to facilitate communication and citizen involvement.

Section 5.400 Vacant Board Seats

5.401 A vacancy on the Governing Board shall be filled by a stakeholder who satisfies the eligibility requirements for holding the vacated board seat. Any stakeholder interested in filling a vacant seat shall submit a written notice to the secretary or any board member within 25 days of the date that the board issues a call for stakeholder applicants. The Governing Board shall have discretion to appoint the vacancy from the applicants or among any other qualified stakeholders at any time, subject to a majority vote of the Governing Board at a properly noticed board meeting. Any person appointed to fill a vacancy shall serve the remainder of the unexpired term.

Section 5.500 Governing Board Terms

5.501 Commencing with the 2010 election, 17 At-Large Board members shall be elected to two (2) year terms.

5.502 Terms shall begin at the next meeting following the election.

5.503 At the September 2008 election, five (5) stakeholders shall be elected to two (2) year terms as At-

Large Board Members. At-Large Board members elected in July 2007 shall have their term extended and serve until the election of a new board in 2010.

Section 5.600 Removal from Office

A board member who has failed to attend three regular meetings in a 12 month term without prior written notice or who otherwise fails to perform his or her duties as provided for in these By Laws, is subject to removal with cause with the approval of a two-thirds vote of the remaining board members present and voting at a properly noticed meeting. The Governing Board will consult with DONE prior to and throughout the removal process.

Section 5.700 Quorum and Voting

5.701 Quorum. Nine (9) members of the governing board shall constitute a quorum.

5.702 Motion. When the Governing Board has attained at least a quorum, motions shall be carried by a majority of those board members present and voting.

5.703 Tie. A tie vote constitutes no action. The Presiding Officer may vote only to resolve a tie vote.

5.704 Abstention. Abstentions shall not be called for, although any abstaining Board Member may request to have the abstention noted in the minutes. Abstentions are null votes.

5.705 Reconsideration and/or Rescinding of a Motion. In the event that a reconsideration of a motion or a rescinding of a motion is called for, the Board will refer to Roberts Rules of Order.

Section 5.800 Additional Powers and Duties

5.801 The Governing Board may require an Officer or an employee of the Council empowered to handle financial assets of the Central San Pedro Neighborhood Council to be bonded with good and sufficient surety in an amount determined by the Governing Board.

5.802 The Governing Board shall develop procedures for the management of funds and the employment of staff.

Article VI Elections and Voting

Section 6.100 Elections

6.101 The Election in 2008 shall be held in September. Commencing in 2010, the Central San Pedro Neighborhood Council Election will be conducted by the City Clerk every 2 years in even numbered years in accordance with the Rules and Regulations promulgated by the City Clerk.

6.102 All Stakeholders fourteen (14) years of age and older are eligible to vote and to serve as elected board members.

6.103 Verification of stakeholder status by those who vote in board elections and who are candidates for board office shall be by written self affirmation.

Section 6.200 Election Committee

6.201 No less than 180 days prior to the election the Council will appoint an Elections Committee. Election Committee members may not be candidates for The Governing Board.

6.202 The Election Committee will make every effort to be inclusive with nominees who represent the widest possible geographic and stakeholder categories within The Council boundaries.

Section 6.300 Election Procedures

6.301 The Governing Board shall approve written election procedures until the 2010 Election when they will be provided by the City Clerk.

Article VII Committees

The Governing Board may establish ad hoc and standing committees with chairs being selected by the committee unless otherwise prescribed in these bylaws.

Section 7.100 Ad hoc Committees

The Governing Board may establish ad hoc committees as deemed necessary for the proper conduct of business. An ad hoc committee shall cease to exist as the purpose for which it was created has been accomplished, unless with the approval of the majority of The Governing Board the committee shall receive a Standing Committee status.

Section 7.200 Standing Committees

7.201 The Communication Committee

- a. There shall be a standing committee for Communications, Outreach and Public Relations whose purpose is to assure that every effort made is to maximize outreach, awareness and involvement in the neighborhood council.
- b. The committee will maintain a list with contact information of all stakeholders. The committee will assist the chair in assuring two-way communication on the early warning notification system.
- c. The chairperson shall be the Communication Officer

7.202 The Finance Committee

- a. The Finance Committee shall be a standing committee of The Governing Board.
- b. The Treasurer shall be the Chairperson of this committee and perform his/her duties as prescribed in these bylaws.

Article VIII Meetings

All meetings shall be open to the public with proper notice as described by the Brown Act. Meetings will be conducted fairly with open public input encouraged. Meetings will be held at ADA accessible locations.

Section 8.100 Annual Meeting

8.101 Purpose

The purpose of the Annual Meeting is to report to the stakeholders.

- a. The Annual Meeting will provide for, but not limited to receiving committee reports, treasurer reports, discussion of finances, and for stakeholder discussion of community issues and priorities.
- b. The minimum attendance of stakeholders at the annual meeting in order to conduct business will be three times the size of the Governing Board plus one.
- c. The meeting will be adjourned if there is no quorum of the Governing Board and another meeting as specified in these bylaws will be scheduled.

8.102 Time & Location

- a. The annual meeting of The Council shall be held within council boundaries on the third week of the no less than 60-days and no more than 90-days following the original month of certification.
- b. The meeting will be held in the Central San Pedro area at a location determined by the Governing Board and the location and time of the meeting will be included in the official meeting notice.

8.103 Notification

- a. Stakeholders will be notified of the annual meeting at least thirty (30) days prior to the meeting notice.
- b. The method for notification shall include but not be limited to distributing flyers and email notices at least thirty (30) days prior to the meeting and, The Agenda for the Annual Meeting will be properly noticed and posted at least 72 hours prior to the meeting.

Section 8.200 Council Meetings

8.201 Regular Meetings

A. Time & Location

The regular Council meetings shall be set by the Governing Board and shall convene at least once every sixty (60) days.

B. Notification

- a. Notification of regular Council meetings shall include but not be limited to media notices, distribution of flyers, emails, and other avenues at least 72 hours prior to the meetings.

- b. Agendas shall be posted at locations specified by The Governing Board at least 72 hours before a meeting.

8.202 Special Meetings

- a. Unless The Council prescribes otherwise, the President, or in his/her absence the Vice President, shall fix the time and place of special Council meetings.
- b. At least two-thirds (2/3) of The **Governing** Board shall consent to a special meeting.
- c. All Officers must receive notice of special Council meetings at least 48 hours prior to the meeting with public notice appropriately provided

Section 8.300 Setting of the Agenda

The Agenda shall be determined at an agenda-setting meeting held at least 5 days prior to the Annual Meeting and all Monthly Stakeholder Meetings. 3 Executive Officers or any 5 Board Members constitutes a quorum for the agenda-setting meeting. All board members present at the agenda-setting meeting may vote to determine the agenda. Any member of the Governing Board or any stakeholder may submit a written request for the inclusion of an item on the agenda. The agenda setting meeting shall be properly noticed as prescribed in these By Laws.

Section 8.400 Stakeholder Participation in Board Meetings

8.401 Stakeholders' participation in Annual and Regular Council/Stakeholder meetings shall provide a forum for their input.

8.402 Procedures shall be in place to assure that concerns may be expressed openly and that grievances regarding the Governing Board 's decisions and actions shall be properly reviewed. A referral to DONE will be available to the grieving party if the issue is not resolved to their satisfaction by The Governing Board.

8.403 The Governing Board shall establish written rules to provide fair and proper community input on all agenda items including participation in the development of agendas for future meetings.

8.404 Stakeholders shall be encouraged to vote on issues placed before The Governing Board. Although the vote is advisory, The Governing Board shall maintain a record on these votes and take into consideration their impact on the decision.

Article IX Neighborhood Council Collaboration

The Council shall promote collaboration with other San Pedro Neighborhood Councils as well as with other Councils in the City of Los Angeles.

Article X Code of Ethics

The Central San Pedro Neighborhood Council shall be subject to any or 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 Central San Pedro Certified Neighborhood Council, its Governing Body, and Community Stakeholders.

Section 10.100

10.101 In order to inspire public confidence and trust in The Council, the stakeholders are required to demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all Council activities.

10.102 Actions or inactions which conflict with, injure, or destroy this foundation of trust among the people and their elected representatives must be avoided at all cost. To this end,

(a) Stakeholders who may personally benefit from a Council decision shall provide full disclosure to the Council.

(b) Board membership is voluntary with no remuneration except for recovery of approved 'out of pocket' expenses.

(c) It is agreed that there are many opinions held by members of The Council and therefore any discussion of such points are to be presented openly, fairly, and without recourse to personal attack.

(d) While acknowledging the will of the majority, the Council shall provide a forum, which considers the rights of the minority and those not in attendances.

Article XI Standing Rules

Section 11.100 Applicable Laws

The rules and regulations of The Council will comply with all applicable federal, state and local laws.

Section 11.200 Standing Rules

Each newly elected governing board shall approve standing rules governing the operation and function of the board.

Article XII Basis of Organization

This organization is Neighborhood Council certified in accordance with the City Charter by the Los Angeles Department of Neighborhood Empowerment.

Article XIII Grievance Procedures

A written grievance procedure promulgated by The **Governing** Board to deal with stakeholders' grievances and adopted by the stakeholders shall govern The Council's rules and regulations, policies and procedures, and the decision-making process and results. A referral to DONE will be available to the grieving party if the issue is not resolved to their satisfaction by The **Governing** Board.

Article XIV Non-Discrimination

A written non-discrimination procedure promulgated by The **Governing** Board and adopted by the stakeholders shall govern The Council's rules and regulations, policies and procedures, and the decision-making process and results. The Central San Pedro Neighborhood Council will not discriminate in any of their 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, income, or political affiliation.

Article XV Parliamentary Authority

Roberts Rules of Order Currently Revised shall serve as the governing parliamentary authority. 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 (DONE).

Article XVI Amendments

Section 16.100 By Laws Amendments

16.101 Proposed amendments to these By Laws will be submitted in writing to the Board Secretary or the Board Officers responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at the subsequent regular or special meeting of the Central San Pedro Neighborhood Council.

16.102 A recommendation for amendment of these By Laws must be made by a two-thirds vote of the Governing Board.

16.103 Within 30 days after a vote recommending amendment to the By Laws, a copy of the existing and revised By Laws shall be submitted to the Department of Neighborhood Empowerment for review and approval. No amendment shall be final and/or implemented until approved by DONE.