

STUDIO CITY NEIGHBORHOOD COUNCIL BYLAWS

Table of Contents

Article I	NAME	Page 3
Article II	PURPOSE	Page 3
Article III	BOUNDARIES	Page 4
	Section 1: Boundary Description	
	Section 2: Internal Boundaries	
Article IV	STAKEHOLDER	Page 5
Article V	GOVERNING BOARD	Page 6
	Section 1: Composition	
	Section 2: Quorum	
	Section 3: Official Actions	
	Section 4: Terms and Term Limits	
	Section 5: Duties and Powers	
	Section 6: Vacancies	
	Section 7: Absences	
	Section 8: Censure	
	Section 9: Removal	
	Section 10: Resignation	
	Section 11: Community Outreach	
Article VI	OFFICERS	Page 12
	Section 1: Officers of the Board	
	Section 2: Duties and Powers	
	Section 3: Selection of Officers	
	Section 4: Officer Terms	

Article VII	COMMITTEES AND THEIR DUTIES	Page 14
	Section1: Standing	
	Section 2: Ad Hoc	
	Section 3: Committee Creation and Authorization	
Article VIII	MEETINGS	Page 16
	Section 1: Meeting Time and Place	
	Section 2: Agenda Setting	
	Section 3: Notifications/Postings	
	Section 4: Reconsideration	
Article IX	FINANCES	Page 18
Article X	ELECTIONS	Page 19
	Section 1: Administration of Election	
	Section2: Governing Board Structure and Voting	
	Section 3: Minimum Voting Age	
	Section 4: Method of Verifying Stakeholder Status	
	Section 5: Restrictions on Candidates Running for Multiple Seats	
	Section 6: Other Election Related Language	
Article XI	GRIEVANCE PROCESS	Page 20
Article XII	PARLIAMENTARY AUTHORITY	Page 21
Article XIII	AMENDMENTS	Page 22
Article XIV	COMPLIANCE	Page 22
	Section 1: Code of Civility	
	Section 2: Training	
	Section 3: Self- Assessment	
ATTACHMENT A	– Map of Neighborhood Council.....	Page 24
ATTACHMENT B	- Governing Board Structure and Voting.....	Page 25

ARTICLE I – NAME

Pursuant to the City of Los Angeles Charter, which established a system of Neighborhood Councils, this organization shall be known as the Studio City Neighborhood Council (SCNC) and is formed, approved and certified as such by the Board of Neighborhood Commissioners (Commission) under the authority vested in it by the City of Los Angeles (City).

ARTICLE II - PURPOSE

The PURPOSE of the SCNC is to act as an advisory body on issues of concern to the Stakeholders and in governance of the City and to bring together all Stakeholders within the community.

The MISSION of the SCNC is to:

1. Serve all Stakeholders as the coordinating and information clearinghouse for community issues. The issues to be addressed will be determined by the Board with input from Stakeholders.
2. Provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this community, the delivery of City services to Studio City and on matters of a Citywide nature.
3. Advise the City on issues concerning City governance, the needs of this community, the delivery of City services to Studio City and on matters of a Citywide nature.

The POLICY of the SCNC is to:

1. Respect the dignity and expression of viewpoints of all individuals, groups and organizations.

2. Remain non-partisan with respect to political party affiliations, but to be inclusive in SCNC operations including, but not limited to, the election process for Board members and officers and the appointment process for committee chairs and members.
3. Utilize the City's Early Notification System to inform the Stakeholders of matters involving the City and Studio City in a way that is tailored to provide opportunities to Stakeholders for involvement in the decision-making process.
4. Encourage all Stakeholders to participate in all activities of the SCNC.
5. Not discriminate against any individual or group in operations of the SCNC on the basis of race, color, creed, religious affiliation or belief, national origin, ancestry, sex, sexual orientation, age, physical disability, marital status, gender, financial situation and/or economic status, or political affiliation or belief, or perception of any of the aforementioned.
6. Have fair, open and transparent procedures for the conduct of SCNC business.

ARTICLE III - BOUNDARIES

Section 1: Boundary Description- The boundaries consists of the geographic area (Area) as follows (described in a clockwise direction):

NORTH: Coldwater Canyon Boulevard where it intersects US-101 (Ventura Frwy);
Ventura Freeway; US-101/CA-134/CA-170 freeway interchange.

EAST: US-101/CA-134/CA-170 freeway interchange; US-101 (Hollywood Frwy);
Vineland Avenue; Whipple Street; Lankershim Boulevard to Fredonia Drive (excluding the two-acre parcel on the west side of Lankershim described as Lots 1,2 and 3 of Tract 25507 and portion of Lot 279 of Lankershim Ranch and Water Company; also known as the "Hotel/Post Office parcel"); the border between zip codes 91604 and 90068; border

between zip codes 91604 and 90068 where it intersects Mulholland Drive (just west of Torreyson Place at approximately 7700 Mulholland Drive).

SOUTH: Border between zip codes 91604 and 90068 where it intersects Mulholland Drive (just west of Torreyson Place at approximately 7700 Mulholland Drive); Mulholland Drive; intersection of Mulholland Drive and Split Rock Road.

WEST: Intersection of Mulholland Drive and Split Rock Road; sightline to the southern terminus of Longridge Avenue; Longridge Avenue; (all following descriptions are the border between zip codes 91604 and 91423 until it reaches the intersection of Kling Street and Coldwater Canyon Boulevard) Ventura Boulevard; Fulton Avenue; Valleyheart Drive north of the Los Angeles River; Ethyl Avenue; Sarah Street; Van Noord Avenue; Kling Street; Coldwater Canyon Boulevard; Coldwater Canyon Boulevard where it intersects US-101 (Ventura Freeway).

The boundaries of the SCNC are set forth in Attachment A – Map of the Studio City Neighborhood Council Boundaries.

Section 2: Internal Boundaries Not applicable.

ARTICLE IV – STAKEHOLDERS

A “stakeholder” shall be defined as those who live, work, or own real property in the neighborhood and also 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

Section 1: Composition

The Board shall be made up of fifteen (15) Stakeholders who are at least eighteen (18) years of age as of the date of the election, as follows. In addition, there shall be a Youth Member.

- A. One (1) at-large stakeholder. An at-large stakeholder shall be any person who is a stakeholder under Article IV

- B. Four (4) residential homeowners (including condominium owners). A Residential Homeowner shall be any person who is deemed by law to have an ownership interest in residential property located in Studio City and who resides at such property. Owners of multi-unit residential buildings who reside at that property are included within this definition.

- C. Three (3) residential renters (including apartments, condominiums, multiplexes and single-family dwellings)

- D. Three (3) business representatives. A Business Representative is a person who (i) legally provides goods or services for compensation in Studio City and who maintains a valid City of Los Angeles Tax Registration Certificate (otherwise known as a City of Los Angeles business license) or (ii) owns business real property in Studio City.

- E. Two (2) employees/independent contractors. An Employee/Independent Contractor is a person who legally provides goods or services for compensation in Studio City, whose compensation is reported by way of a Form W-2 or a Form 1099, and who is not required to maintain a City of Los

Angeles Tax Registration Certificate (otherwise known as a City of Los Angeles business license).

- F. Two (2) members or full time employees of separate service organizations which appear on the Board certified list of organizations whose members are qualified Stakeholders. Such affirmations may be made by individuals who participate in educational or faith-based institutions, community services, youth, business and special-interest organizations whose physical meeting location is in the Area and whose principal activities are conducted therein are Stakeholders. The Board shall, not later than its meeting in the month prior to the election, certify by majority vote, and publish a list of organizations which it determines meet the requirements herein. Any Stakeholder may propose, and the Board may, by majority vote, add or delete any organization to or from the certified list at any time and promptly post any changes thereto.
- G. One (1) Youth Member. The Board shall include one (1) ex-officio youth member who is at least fifteen (15) years of age but less than eighteen (18) years of age as of the date of the then-current election who shall be elected by his or her Stakeholder peers under the same provisions as those for the election of other Board members, for a term of two (2) years.

Upon attaining the age of eighteen (18), the Youth Member shall be entitled to vote on all matters presented to the Board.

Each Board member must be a Stakeholder. If a Board member no longer qualifies as a Stakeholder during his or her term of office, then his or her membership on the Board shall immediately terminate. A Youth member who becomes eighteen (18) years of age during his or her term of office shall complete the term or office.

Section 2: Quorum

No Official Action of the Board shall be taken in the absence of a quorum, consisting of eight (8) Board members who are authorized to vote.

Section 3: Official Action

An "Official Action" occurs only when a motion before the Board passes with the requisite number of votes.

After establishment of a quorum, the Board may approve any Official Action by simple majority vote by the board members present, not including abstentions.

Section 4: Term and Term Limits

Board members shall be elected for a term of two (2) years.

Section 5: Duties and Powers

The President will be the spokesperson to speak on behalf of the SCNC and is authorized to speak on behalf of the Board with respect to any issue that has been or may be discussed by the Board. All Board members may speak for themselves but must indicate that he or she does not speak on behalf of the Board. The President may designate another person to speak on behalf of the Board. The definition of "speak" as used herein, in addition to common usage, shall mean in writing, publishing or the transmission of any information by any means whatsoever to any person or entity.

Each Board member shall serve on at least one (1) SCNC Standing Committee.

Section 6: Vacancies

A vacancy on the Board shall be filled by a Stakeholder of the same category, as defined in Article V herein, as the person who held the seat prior to its vacancy, pursuant to the following procedure:

- A. Any Stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application to the Secretary.
- B. The Secretary shall promptly forward to all members of the Board copies of the applications of all Stakeholders qualified to hold the vacant seat.
- C. The President shall appoint an applicant to fill the vacancy not later than the second Board meeting following the vacancy, subject to review, discussion and majority approval of the Board at the meeting.

When a vacant seat is filled by the aforementioned process that seat shall be filled only until the next Board election, at which time the seat shall be filled by election of the Stakeholders. In no event shall a vacant seat be filled where the next Board election is scheduled to be held within ninety (90) days from the beginning of the vacancy.

Section 7: Absences

A Board member shall be automatically removed from the Board upon two (2) unexcused absences from regularly scheduled Board meetings or upon two (2) unexcused absences from regularly scheduled meetings of committees of which the Board member is a member.

An unexcused absence shall occur when a member cannot provide the President or Committee Chairperson a reasonable explanation for the absence.

Section 8: Censure

Intentionally Left Blank

Section 9: Removal

- A. A Board member may be removed from the Board for a violation of the Bylaws, Operating Procedures or Code of Conduct following a Board member's or Stakeholder's submission to the Board of a petition which:

1. Identifies the Board member to be removed;
2. Identifies each Bylaw, Operating Procedure and/or provision of the Code of Conduct which the Board member has allegedly violated;
3. Specifies the facts demonstrating the alleged violation(s) which **MUST HAVE OCCURRED** during the ninety (90) days prior to submission of the petition. Petitions involving incidents that took place more than ninety (90) days prior to the date of the submission will **NOT** be considered by the Neighborhood Council.
4. Attaches any documents which support the alleged violation(s);
5. Contains the signatures of at least three (3) Board members or at least seventy five (75) Stakeholders, as well as those stakeholder printed names, addresses, stakeholder category, email addresses and phone numbers.

The petition shall be delivered to the Chairman of the Bylaws Committee and the matter placed on the committee's agenda in compliance with the Brown Act at the next regularly scheduled Bylaws Committee meeting.

The Bylaws Committee shall make two (2) determinations: a) that the petition satisfies the requirements of Article V, Section 9 (A), and b) that the petition forms required in Article V, Section 9 (A) (5) are legible and appear to contain valid information and signatures.

If the committee determines that the petitions are satisfactory, the petitions shall be forwarded to the Board President who will distribute them simultaneously to all Board members. The accused Board member shall then be granted thirty (30) days to make his/her own determination about the facts alleged in the petition and the validity of the petition information and signatures.

The President shall place the item on the Board agenda at the next regularly scheduled Board meeting following the thirty (30) day period provided to the accused.

A vote for removal of an identified Board member shall require a two-thirds (2/3) majority of the attending Board members to remove the identified Board member forthwith. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter. If a quorum of the Board is not present, the matter shall be placed on the agenda of the next regular Board meeting and every meeting thereafter, until such time as a vote is taken.

Enforcement of this Board member removal process is subject to legal advice from the Office of the City Attorney.

B. An Officer may be removed from office following a Board member's submission to the Board of a petition which:

1. Identifies the Officer to be removed.
2. States the reason for removal in sufficient detail so as to allow the Officer the opportunity to respond.
3. Contains the signatures of at least three (3) Board members.

The petition shall be delivered simultaneously to all Board members and the matter placed on the agenda in compliance with the Brown Act and scheduled for a vote at the next regular Board meeting.

A vote by a simple majority of the attending Board members shall be necessary to remove the identified Officer forthwith. The Officer who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or speak to the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter. If a quorum of the Board is not present the matter shall be placed on the agenda of the next Board meeting and every meeting thereafter, until such time as a vote is taken.

Enforcement of this Officer removal process is subject to legal advice from the Office of the City Attorney.

Section 10: Resignation

A Board member may resign from the SCNC, and the position shall then be deemed vacant. If a Board member no longer qualifies in their stakeholder category during his/her term of office, then his/her representation of that category on the Board shall immediately terminate. The resignation notice of a Board member must be placed on the agenda at the next regularly scheduled board meeting.

Section 11: Community Outreach

The Board shall maintain a procedure for communicating with the Stakeholders on a regular basis in a manner ensuring information is disseminated in an evenhanded and timely manner.

ARTICLE VI - OFFICERS

Section 1: Officers of the Board

The officers of the Board (“Officers”) shall include the following positions: President, Vice President, Secretary, Corresponding Secretary and Treasurer.

Section 2: Duties and Powers

A. The President shall be the presiding officer at Board meetings and perform the duties designated by the Board as set forth in the SCNC Operating Procedures and such other duties as the Board may direct from time to time.

B. The Vice-President shall act as the presiding officer at Board meetings in the absence of the President, assume the responsibilities and act in the capacity of the President during any period in which the President is unavailable, convene

and supervise Grievance Committees, as necessary, and perform such other duties as the Board may direct from time to time.

C. The Treasurer shall keep and maintain accurate records of the SCNC's finances and books of accounts and prepare and submit all required financial reports for the Department of Neighborhood Empowerment (Department), pursuant to the Plan for a Citywide System of Neighborhood Councils (Plan). The financial records shall be open to inspection pursuant to the Public Records Act by any Stakeholder during reasonable business hours at the place where they are regularly maintained by the SCNC. In the event that any direction from the Board appears to conflict with the accounting procedures as set forth by the Department, the Treasurer shall promptly refer the matter to the Department without further Board action, approval or direction. The Treasurer shall automatically be a member of the Budget Committee and shall perform such other duties as the Board may direct from time to time.

D. The Secretary shall take accurate minutes of all Board meetings, keep a running tally of Board member absences from Board meetings, excused and unexcused, be the custodian of the minutes and all other Board documents and records, including up-to-date contact information for each Board member, be responsible for timely issuance and posting of all SCNC notices in accordance with the Brown Act and perform such other duties as the Board may direct from time to time.

E. The Corresponding Secretary shall promptly send copies of the Board approved minutes to the recipients specified in the SCNC Operating Procedures, shall prepare and transmit correspondence on behalf of the SCNC as directed by the Board, assume the duties of the Secretary during any period in which the Secretary is unavailable or incapacitated and perform such other duties as the Board may direct from time to time.

Section 3: Selection of Officers

The President, Vice-President, Treasurer, Secretary and Corresponding Secretary shall be elected by a majority vote of the Board for a term of one (1) year at the first meeting following the certification of the election and seating of the new board.

Section 4: Officer Terms

The Officers shall serve one (1) year terms and serve at the pleasure of the Board.

If the President is unable to complete his or her term of office for any reason, then the Vice President shall become the President for the duration of that term, and the Board shall immediately elect a new Vice President by majority vote to complete that term. If the Vice President, Treasurer, Secretary or Corresponding Secretary is unable to complete his or her term of office for any reason, including removal pursuant to this article, then the Board shall immediately elect a replacement by majority vote to complete that term.

ARTICLE VII – COMMITTEES AND THEIR DUTIES

Section 1: Standing

The Standing Committees of the Council are: Budget, Bylaws & Procedures, Crime & Safety, Cultural Affairs, Government Affairs, Land Use, Outreach and Transportation. Standing committees are established by action of the Board.

Committee chairpersons shall appoint up to three (3) board members and as many stakeholders as are necessary to facilitate the work of the standing committee. Standing committees shall meet not less than twice each quarter. No standing committee shall be comprised of more than four (4) members of the Board.

Section 2: Ad Hoc

The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad Hoc committees are established by action of the Board or the President. Ad hoc committees that include non-board member stakeholders shall be agendized and noticed in keeping with the Brown Act.

- A. An Ad Hoc Committee once formed is automatically disbanded by the Board or the President upon:
 - 1. Completion of the task assigned to it and reported to the Board or the Standing committee, or
 - 2. By a date certain if a date certain has been set.
- B. Ad Hoc Committees are not subject to the Brown Act unless:
 - 1. A majority of the Board are members of the committee, and
 - 2. Where an Ad Hoc Committee has a majority of Board Members on the committee, any action of the committee shall be submitted, considered and voted on by the Board at a noticed Board Meeting. Unless the Board has stated otherwise, no action of the committee will be considered an action of the Board.

An Advisory Committee may be appointed by any Board Member or committee chair to advise and assist the Board Member or committee chair on a specific issue or subject.

- A. An Advisory Committee may not have a Board member as a member of the committee.
- B. It is the responsibility of the appointing Board member or committee chair to report the findings to the Board or any committee having jurisdiction over any information and/or advisement that the Advisory Committee provides to the appointing Board member or committee chair.
- C. Advisory Committees shall have no decision making power.

Section 3: Committee Creation and Authorization

All committees established or disbanded by the Board shall be noted in the minutes by the Secretary.

See Studio City Neighborhood Council Operating Procedures, Article Seven.

ARTICLE VIII – MEETINGS

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

Section 1: Meeting Time and Place

All meetings shall be held within the SCNC area 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 - The Board shall hold as many Board meetings as it desires, but no fewer than two (2) scheduled meetings per calendar quarter.
- B. Special Meetings - Special meetings may be called by the President, a majority of Board members, or a majority of Board officers, whenever necessary.

Section 2: Agenda Setting

The President shall set the agenda for each Council Board meeting.

Section 3: Notifications/Postings

Notice of a regular meeting shall be at least seventy-two (72) hours in advance of the meeting and at least twenty-four (24) hours in advance of a special meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

Section 4: Reconsideration

The Board may reconsider and/or amend any Official Action it has approved if that reconsideration and/or amendment takes place either at the same Board meeting at which the original Official Action was approved, or at the next regular meeting.

Upon approving a motion for reconsideration or to amend, the Board shall hear the matter and determine whether to take a new Official Action. If the motion to reconsider or amend an Official Action is to be scheduled at the next Board meeting, then two (2) items shall be placed on the agenda for that meeting:

1. A motion for reconsideration of or to amend the described Official Action, and
2. A proposed new Official Action should be the motion to reconsider or to amend be approved.

A motion for reconsideration or to amend may only be made by a Board member who previously voted on the prevailing side of the original Official Action. If a motion for reconsideration or to amend is not made on the date the Official Action was taken, then a Board member on the prevailing side of the Official Action who desires reconsideration or amendment at the next Board meeting shall submit a memorandum to the Secretary which identifies the Official Action to be reconsidered or amended,

states a reason for the reconsideration or amendment in reasonable detail and offers a proposed different Official Action to be approved at the next regular Board 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 funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the SCNC’s finances, where the term “appropriate City officials” means those officials and/or agencies of the City who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the SCNC website, if available.

D. Each month, the Treasurer shall provide to the Board for approval detailed reports of the SCNC’s accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the SCNC’s accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The SCNC will not enter into any written contracts without the approval of the Department.

ARTICLE X – ELECTIONS

Section 1: Administration of Election

The SCNC 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

Each Stakeholder who is at least eighteen (18) years of age as of the date of the election shall be entitled to one (1) vote for each open Board seat in each category for which the Stakeholder is a member. Each Stakeholder age fifteen (15) through seventeen (17) as of the date of the election may vote for the Youth member seat.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through documentation voter verification.

Each candidate shall provide sworn proof of qualification as a Stakeholder in the category in which the candidate desires to run. Candidates may run for only one (1) open Board seat per election.

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 - Intentionally left blank.

ARTICLE XI – GRIEVANCE PROCESS

Upon the first meeting of a newly elected Board the President shall solicit and/or recruit a standing pool of at least twelve (12) stakeholders willing to serve on a Grievance Committee. Pool members shall be approved by majority vote of the full Board and identified on the SCNC website. The Vice President shall be responsible for replacing pool members who may become unable to serve so the pool is always comprised of no fewer than twelve (12) stakeholders.

Any grievance by a stakeholder or Board member shall be submitted to the Vice President who will promptly log and file it in a grievance file and forward copies to each member of the grievance pool. At the earliest possible time but not later than thirty (30) days after submission of the grievance submission, the Vice President shall convene an advisory Grievance Committee comprised of five (5) stakeholder volunteers randomly selected from the twelve (12) member grievance pool.

A grievance may address ONLY an alleged violation of the SCNC Bylaws, Operating Procedures or Code of Conduct by the Board as a whole. No grievance may be filed against an individual board member. A grievance may ONLY address an alleged violation that occurred no more than thirty (30) days prior to submission of the grievance to the Vice President.

At the earliest possible time, but not later than thirty (30) days following submission of the grievance to the Vice President s/he will coordinate a time place for the five (5) member advisory Grievance Committee to meet with the parties involved and to discuss ways in which the matter may be resolved.

Not less than thirty (30) days after completing its meetings with the parties involved, the Chairperson of the advisory committee shall deliver to the Secretary a written report of the committee's findings. The Secretary shall promptly forward the report simultaneously to each Board member.

This formal grievance process shall not apply to Stakeholders who simply disagree with an Official Action taken by the Board. This grievance process is intended to address procedural disputes only, e.g. this Board's failure to comply with its rules or these Bylaws.

In the event that a grievance cannot be resolved through this process, the matter shall be referred to the Department for consideration of dispute resolution in accordance with the Plan. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII – PARLIAMENTARY AUTHORITY

If the Board has not adopted its own rules for conducting Board and committee meetings, then the Board and committees shall follow Roberts Rules of Order. The Board may, from time to time, adopt and set forth in writing such other rules as it deems appropriate which shall, unless contrary to applicable local, state or federal law or these Bylaws, take precedence where there is a conflict with Roberts Rules of Order. All committee meetings shall be governed by any written rules adopted by the Board for conduct of meetings, or by Robert's Rules of Order, where no Board rule applies, unless contrary to applicable local, state or federal law or by these Bylaws.

ARTICLE XIII – AMENDMENTS

Amendments to the SCNC Bylaws or the SCNC Operating Procedures may be proposed by any Board member or Stakeholder, but must be submitted in writing to the Secretary. The proposed amendment shall be placed on the agenda for public discussion at a regular Board meeting not later than sixty (60) days after submission. A recommendation for amendment these Bylaws shall require the favorable vote of at least two-thirds (2/3) of the members of the full board. Not later than fourteen (14) days after a vote recommending amendment of the Bylaws, a Bylaws Amendment Application shall be submitted to the Department along with a copy of the existing Bylaws for review. No amendment of these Bylaws shall be effective unless and until approved by the Department.

ARTICLE XIV – COMPLIANCE

The SCNC, 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 Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

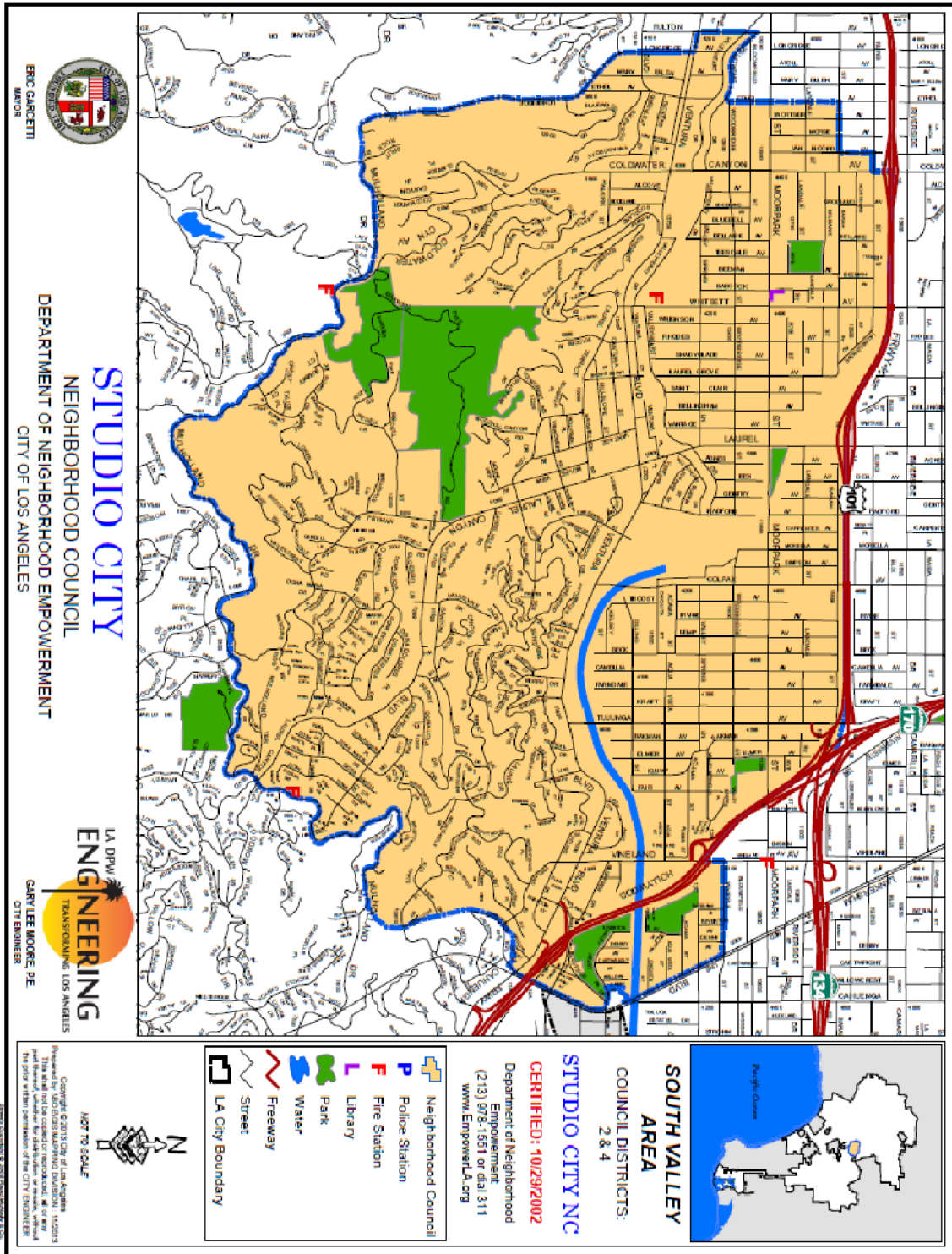
Section 1: Code of Civility – The SCNC, its representatives, and all community Stakeholders shall conduct all SCNC business in a civil, professional and respectful manner. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, to the extent provided by the Department, within forty-five (45) days of being seated. All board members must take ethics and funding training prior to

making motions and voting on funding related matters

Section 3: Self-Assessment – Intentionally Left Blank

ATTACHMENT A - Map of Studio City Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting
Studio City Neighborhood Council – 16 Board Seats
(15 Regular, 1 Ex-Officio Youth)**

BOARD POSITION	# OF SEATS	ELECTED or APPOINTED ?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Residential Homeowners Seats Term: 2 Years	4	Elected	A Residential Homeowner shall be any person who is deemed by law to have an ownership interest in residential property located in Studio City and who resides at such property. Owners of multi-unit residential buildings who reside at that property are included within this definition. Must be at least 18 years of age on the day of the election.	A Residential Homeowner shall be any person who is deemed by law to have an ownership interest in residential property located in Studio City and who resides at such property. Owners of multi-unit residential buildings who reside at that property are included within this definition. Must be at least 18 years of age on the day of the election.
Residential Renters Seats Term: 2 Years	3	Elected	Any stakeholder who is at least 18 years of age on the day of the election who is a residential renter within the SCNC boundaries.	Any stakeholder who is at least 18 years of age on the day of the election who is a residential renter within the SCNC boundaries.
Business Representatives Term: 2 Years	3	Elected	Any stakeholder who is at least 18 years of age on the day of the election who legally provides goods or services for compensation in Studio City and maintains a City business license or owns business real property in Studio City.	Any stakeholder, who is at least 18 years of age on the day of the election who legally provides goods or services for compensation in Studio City and maintains a City business license or owns business real property in Studio City.

BOARD POSITION	# OF SEATS	ELECTED or APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Employees/Independent Contractors Term: 2 Years	2	Elected	Any stakeholder who is at least 18 years of age on the day of the election who legally provides goods or services for compensation in Studio City, whose compensation is reported by way of Form W-2 or Form 1099 and does not need to maintain a City business license.	Any stakeholder who is at least 18 years of age on the day of the election who legally provides goods or services for compensation in Studio City, whose compensation is reported by way of Form W-2 or Form 1099 and does not need to maintain a City business license.
Service Organization Seats Term: 2 Years	2	Elected	Any stakeholder, who is at least 18 years of age on the day of the election who is a member or full time employee of separate service organizations located within the SCNC boundaries and on a SCNC Board certified list.	Any stakeholder, who is at least 18 years of age on the day of the election who is a member or full time employee of separate service organizations located within the SCNC boundaries and on a SCNC Board certified list.
At-Large Stakeholder Seat Term: 2 Years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election within the SCNC boundaries.	Any stakeholder who is at least 18 years of age on the day of the election within the SCNC boundaries.
Youth Seat (Ex-Officio) Term: 2 Years	1	Elected	A stakeholder who is at least 15 years of age, but less than 18 years of age on the date of the election.	A stakeholder who is at least 15 years of age, but less than 18 years of age on the date of the election.