

REQUIRED 30-DAY NOTICE OF PROPOSED
CHANGES TO THE BYLAWS OF
PANORAMA CITY NEIGHBORHOOD COUNCIL
(AS PER AGENDA DATED DECEMBER 21, 2017)

TO BE VOTED ON AT BOARD MEETING ON
JANUARY 25, 2018

CONTACT PCNC SECRETARY

WITH ANY QUESTIONS:

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organizations. These seats will be referred to as the Unlimited At-Large seats. At least one of these seats shall be available at every election.

- F. Up to five (5) Alternate positions can be seated after an election as voting Alternates for any Board members who are not present at any meeting of the Board. Alternates are ranked 1 to 5 and filled in the order of the candidates' vote totals or tie-breakers. Only candidates that run in the election for the above seats are qualified to be Alternates. If an alternate position becomes vacant, it may be filled by appointment of a majority vote by the Board.

Section 2: Quorum – A quorum for any meeting of the Board shall be eleven (11) seated members of the Board or Alternates, provided that the PCNC Chair or the Vice Chair and any one (1) other officer, or in the absence of the PCNC Chair and Vice Chair, any three (3) officers, are present.

Not more than twenty-one (21) voting members will be allowed at any meeting. If a formerly absent Board member later joins the meeting, and his or her presence would make the voting group greater than twenty-one (21), the lowest-ranked Alternate who may be present shall no longer be eligible to vote, so that voting members do not exceed twenty-one (21).

Section 3: Official Actions – All decisions shall be made by simple majority of those present and voting, not including abstentions.

Section 4: Terms – The intent of the Board is to establish a staggered election system where approximately half of the Board is elected at each City conducted election beginning with the City conducted election conducted between March and June 2010. Board members shall hold office until their successors are elected and the election is certified.

Positions elected to a one (1) time, two (2) year term beginning in year 2010 shall be designated Group A. Positions elected to a four (4) year term beginning in year 2010 shall be designated Group B.

Beginning in year 2012, Group A shall also have a four (4) year term.

The following Board seats shall be designated Group A:

- Resident Renter North
- Resident Renter Center-West
- Resident Renter Center-East
- Resident Homeowner Southwest
- Resident Homeowner Southeast
- Business (2 lowest vote totals)
- At-Large (2 lowest vote totals)
- Unlimited At-Large (lowest vote total)

The following Board seats shall be designated Group B:

- C. The PCNC Chair shall call for a vote of the remaining seated Board members or Alternates at the first possible Board meeting.
- D. Any person elected or appointed to fill a vacancy shall serve the remainder of the term.
- E. If the vacancy occurs within three (3) months before the next regular election, the Board shall not fill the vacancy.

Provisions of this section are subject to Board of Neighborhood Commissioners policies, including but not limited to the “Department of Neighborhood Empowerment (“Department”) Remedy for Loss of Quorum by Neighborhood Councils Due to Vacancies and Authority to Fill Vacancies” policy of October 27, 2005. Where there is a conflict between those policies and these bylaws, the Board of Neighborhood Commissioners policies will apply.*

Section 7: Absences—

The Board considers that the basic duty of all Board members and Alternates is to regularly attend as many Board meetings as possible. This is to ensure all Board members and Alternates are fully informed about the Board’s actions and the concerns of the Board’s stakeholders. Thus, the Board believes a strong enforcement of its Bylaws Absences rules are vital to a functional Board.

Allowed Absences

A Board member or Alternate may be removed upon two (2) consecutive absences, excused or unexcused, of regularly scheduled meetings of the Board or upon three (3) unexcused absences within a rolling six (6) month period, ~~unless excused by the PCNC Chair, which excuses shall not be unreasonably withheld or upon three (3) absences,~~ excused or unexcused, within a rolling twelve (12) month period.

~~A.~~ The Secretary shall have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board.

~~B.A.~~ A vote to remove by a majority of the Board members or their Alternates present and voting shall remove the identified Board member or Alternate forthwith.

~~C.B.~~ The Board member who is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to address the Board prior to the vote.

~~D.C.~~ If there is not a quorum present or if there are not at least ten (10) Board members or Alternates present and eligible to vote, the matter shall be placed on the agenda for the next regular Board meeting and every meeting thereafter until such time as a vote is taken.

Section 8: Censure – Intentionally left blank.

Section 9: Removal—

- A. A Board member or Alternate may be removed by the submission of a written petition by Stakeholders, in a form specified by the Board, which:
- Identifies the Board member or Alternate to be removed,
 - Describes in detail the reason for removal,
 - Includes the signatures of at least ~~fifty (50)~~thirty (30) Stakeholders.
- B. Failure by Board member or Alternate to complete any and all state and city-mandated training within 90 days of election, appointment or expiration of any such training will result in automatic removal from the Board.

The Secretary shall have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board.

- A vote to remove by a majority of the Board members or their Alternates present and voting shall remove the identified Board member or Alternate forthwith.
- The Board member who is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to address the Board prior to the vote.
- If there is not a quorum present or if there are not at least ten (10) Board members or Alternates present and eligible to vote, the matter shall be placed on the agenda for the next regular Board meeting and every meeting thereafter until such time as a vote is taken.

An Officer may be removed from office, but not from the Board, by a majority vote of the remaining seated Board members or their Alternates at any regular meeting, provided that:

- The request to remove the Officer was made at the previous regular Board meeting.
- The Officer in question may not vote but shall be given a fair hearing before the Board.
- Stakeholders shall have an opportunity to speak for or against the removal.

Section 10: Resignation – Intentionally left blank.

Section 11: Community Outreach – The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

ARTICLE VI OFFICERS

Section 1: Officers of the Board – The Officers shall include the following positions: Chair, Vice Chair, and Vice Presidents as determined by the Board, Treasurer, and

The Board also adapts a Procedural Manual, which will be kept as standard operating procedure. Bylaws will be superior. Procedural Manual can be changed or added to by a majority vote of the Board.

ARTICLE XIII AMENDMENTS

- A. Any Stakeholder or Board member may propose an amendment to the bylaws by submitting such proposed amendment in writing to the Rules Committee together with a petition supporting the proposed change signed by at least thirty (30) Stakeholders.
- B. Rules Committee shall, within thirty (30) days after receiving the proposed bylaws amendment, draft a properly worded amendment and refer the proposed bylaws amendment to the Outreach Committee for dissemination to the public.
- C. The proposed bylaws amendment shall be made available to Stakeholders for a notification period of not less than thirty (30) days, by a process to be determined by the Outreach Committee.
- D. The proposed amendment shall be placed on the agenda for the first Board meeting following the end of the notification period, at which public comment will be allowed.
- E. The Board may approve an amendment to the bylaws by two-thirds (2/3) vote of the Board members or Alternates present and voting at any regular Board meeting held after the Board meeting at which the amendment was originally proposed. If approved, the proposed amendment shall be submitted to the Department in accordance with the Plan and shall become effective upon approval by the Department.

ARTICLE XIV COMPLIANCE

Section 1: Code of Civility – The PCNC, its representatives, and all stakeholders will conduct PCNC business in a professional and respectful manner and will abide by these bylaws, Board rules, the Plan, and all governmental laws and regulations that may apply. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

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

Section 3: Self-Assessment – The PCNC shall meet at least once a year in the month of January or February for the purpose of the Board reporting on activities of the past year and its plans for the forthcoming year.