

Panorama City Neighborhood Council Bylaws

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ARTICLE I NAME

The name of this organization shall be the Panorama City Neighborhood Council (“Council”) (“PCNC”).

ARTICLE II PURPOSE

A. The **PURPOSE** of the Council is to provide an inclusive open forum for public discussion, and to serve as an advisory body on issues of concern to the Panorama City area and in the governance of the City of Los Angeles.

B. The **POLICY** of the Council is:

1. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in the PCNC;
2. To remain non-partisan with respect to political party affiliations and inclusive in operations including, but not limited to, the election process for governing body and committee members;
3. To encourage all Stakeholders to participate in all activities of the PCNC;
4. To prohibit discrimination against any individual or group in operations of the PCNC on any basis, including but not limited to race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation; and
5. To have fair, open, and transparent procedures for the conduct of PCNC business.

ARTICLE III BOUNDARIES

Section 1: Boundary Description – The boundaries of the PCNC shall be: from the intersection of Sepulveda Boulevard with the Southern Pacific/Metrolink right-of-way, east along the Southern Pacific/Metrolink right-of-way to the intersection with Tujunga Wash, north along Tujunga Wash to the intersection with Roscoe Boulevard, west along Roscoe Boulevard to the intersection with Woodman Avenue, north along Woodman Avenue to an easterly extension of the centerline of Lassen Street (as if Lassen Street did not turn northeast to reach Filmore Street), west on that extension of Lassen Street to the intersection with the Pacoima Wash and then south along Pacoima Wash to the intersection with Roscoe Boulevard, west along Roscoe Boulevard to the intersection with Sepulveda Boulevard, then south along Sepulveda Boulevard to the intersection with Southern Pacific/Metrolink right-of-way.

Section 2: Internal Boundaries – The PCNC area shall be divided into five (5) Districts, as follows:

- A. **North District** – Bounded on the west by the Pacoima Wash, on the south by Nordhoff Street, on the east by Woodman Avenue, and on the north by an easterly extension of Lassen Street.

- B. **Center/West District** – Bounded on the west by the Pacoima Wash, on the south by Roscoe Boulevard, on the east by Van Nuys Boulevard, and on the north by Nordhoff Street.
- C. **Center/East District** – Bounded on the west by Van Nuys Boulevard, on the south by Roscoe Boulevard, on the east by Woodman Avenue, and on the north by Nordhoff Street.
- D. **Southwest District** – Bounded on the west by Sepulveda Boulevard, on the south by the Southern Pacific/Metrolink right of way, on the east by Van Nuys Boulevard, and on the north by Roscoe Boulevard.
- E. **Southeast District** – Bounded on the west by Van Nuys Boulevard, on the south by the Southern Pacific/Metrolink right of way, on the east by the Tujunga Wash, and on the north by Roscoe Boulevard.

Note: All boundary lines shall be the centerline of the road, wash, or right-of-way.

The boundaries of the Council are set forth in Attachment A - Map of Panorama City Neighborhood Council.

ARTICLE IV STAKEHOLDER

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

ARTICLE V GOVERNING BOARD

Section 1: Composition – The Board of Directors (“Board”) shall have twenty-one (21) members, according to the following composition:

- A. Five (5) seats shall be reserved for North, Center-West, Center-East, Southwest and Southeast Homeowners.
- B. Five (5) seats shall be reserved for North, Center-West, Center-East, Southwest and Southeast Renters.
- C. Five (5) seats shall be reserved for business owners, managers, or employees.
- D. Four (4) At-large seats may be held by any ~~stakeholder~~ Stakeholder who lives, works, or owns property within the PCNC boundaries.
- E. Two (2) At-Large seats may be held by any ~~stakeholder~~ Stakeholder, including those who declare a stake in the neighborhood as a community interest ~~stakeholder~~ 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. 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. If an alternate position becomes vacant, it may be filled by appointment of a majority vote by the Board.

F.G. The Board may also appoint as many Youth Advisors as deemed appropriate. The Youth Advisors are not members of the Board, and will not count towards quorum. However, Youth Representatives votes may be tallied and recorded in the Board minutes for any non-financial agenda items.

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~~ The most recent election took place in April 2019. Board members shall hold office until their successors are elected and the election is certified. Both Group A and Group B shall hold a four (4) year term.

~~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 (with a term of 2017-2021):

- 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 (with a term from 2019-2023):

- Resident Renter Southwest
- Resident Renter Southeast
- Resident Homeowner North
- Resident Homeowner Center-West
- Resident Homeowner Center-East
- Business (3 highest vote totals)
- At-Large (2 highest vote totals)
- Unlimited At-Large (highest vote total)

Any Board member who ceases to be a Stakeholder or in any way becomes ineligible to serve on the Board during his/her term shall be disqualified from office.

Section 5: Duties and Powers – The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Dissolution – The PCNC may be dissolved by at least a three-fourths (3/4) vote of the seated Board members at any regular Board meeting, provided that notice per Article VIII has been made. Dissolution shall be in accordance with the decertification procedures established by the Department.

- Notice of a vote to dissolve the PCNC must be made at least ninety (90) days prior to the date such vote is to be held. Notification shall be made by announcement at a regular Board meeting and via the established meeting notification methods.
- All assets shall be disposed of in a manner prescribed by law, but none shall inure to any Board member or Stakeholder, except for the legitimate payment of monies owed for purposes previously approved by the Board. All City assets shall be returned to the City.

Section 6: Vacancies – In the event of a vacancy in any Board position, including Alternates, the Board shall promptly take steps to appoint a person to fill the vacancy by majority vote of the Board members or Alternates present and voting, according to the following procedure:

- Any Stakeholder(s) interested in filling a vacant seat on the Board or an Alternate

seat shall submit a written application(s) to the Secretary.

- B. The Secretary shall forward the names of all applicants qualified to hold the vacant seat, as determined by their Stakeholder status, to the PCNC Chair.
- 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~~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~~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, or upon three (3) absences, excused or unexcused, within a rolling twelve (12) month period.

Definitions of Excused and Unexcused Absences

- A. An excused absence must be requested in writing via email to both the Chair and Secretary of the Board no less than 24 hours prior to the Board meeting.
- B. Regardless of circumstances, an unexcused absence is the failure to notify the Chair and Secretary of such absence less than 24 hours prior to the Board meeting.

The Chair or Secretary shall contact (via phone or email) the Board member or Alternate who qualifies for removal at least 24 hours prior to the Board meeting. Secretary shall have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board.

Removal Proceedings

- 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.
- 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.
- 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~~ asuntil 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 thirty (30) Stakeholders.

~~B.A. 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~~ asuntil 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.

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.

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 Secretary. Any Board member is eligible to run for and hold any officer position.

Section 2: Duties and Powers – The duties of each officer shall be those normally incident to each office, those duties assigned by the Board, and those duties listed below:

- A. The Chair shall be the presiding officer of the ~~Board, and~~ Board and shall establish and manage a process for setting the agenda for Board meetings.
- B. The Vice Chair shall act in the absence of the Chair.
- C. The Vice Presidents shall have duties as determined by the Board.
- D. The duties of the Treasurer are described in “Article IX – Finances” of these ~~bylaws~~ Bylaws.
- E. The Secretary shall keep the minutes of the Board meetings and shall perform other duties assigned by these ~~bylaws~~ Bylaws or the Board.

Section 3: Selection of Officers – Officers shall be elected:

- A. At the first meeting of the elected Board and annually thereafter following any subsequent Board election.
- B. By a majority vote from among the Board members present at the meeting. If a majority is not reached on the first vote, the two (2) candidates with the highest vote totals shall stand for a run-off.

Section 4: Officer Terms – Officers shall serve for one (1) year or until their successors are elected.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing – The Standing Committees shall be Rules, Outreach, Land Use, Commerce, ~~and Finance,~~ and Public Safety.

- A. The Rules Committee shall maintain the ~~bylaws~~ Bylaws and all policies and procedures of the PCNC.
- B. The Outreach Committee shall be responsible for outreach to, and communication with, Stakeholders and the general community.
- C. The Land Use Committee shall be responsible for discussing issues, and for making recommendations to the Board for action, with respect to land use within the boundaries of the PCNC.
- D. The Commerce Committee shall be responsible for discussing issues, and for making recommendations to the Board for action, with respect to commercial and industrial activities within the boundaries of the PCNC.
- E. The Finance Committee shall be responsible for developing and managing the annual budget, and maintaining appropriate policies and procedures for receipt, disbursement, and investment of funds by PCNC, subject to approval of the Board. The Finance Committee shall periodically review PCNC's receipts and disbursements and report any discrepancies to the Board. The Finance Committee also shall assess the effectiveness of PCNC's financial policies and procedures and report any significant deficiencies or variations to the Board. However, the Board shall not delegate its duty to approve and disburse funds to the Finance Committee.
- E.F. The Public Safety Committee shall be responsible for discussing issues, and for making recommendations to the Board for action, with respect to issues affecting public health and safety within the boundaries of the PCNC

Section 2: ~~Ad Hoc~~ Special Committees – The Board may establish any special committees it deems necessary.

Section 3: Committee Creation and Authorization – Each Standing and Special Committee shall be chaired by one (1) ~~of the Board Member~~ Vice Presidents selected by the Board. Membership shall be open to any Stakeholder, regardless of ~~whether or not~~ whether the Stakeholder is a member of the Board.

- A. Each Standing and Special Committee, except Finance, shall be composed of at

least four (4) members in addition to the chair.

B. The Finance Committee shall be composed of the Treasurer, four (4) other Board members and three (3) Stakeholders appointed by the PCNC Board. The PCNC Board shall appoint the Chair of the Finance Committee from among the four (4) Board members (other than the Treasurer).

C. Members of Standing Committees, except Finance, shall be appointed by the Chair of that committee with the consent of the PCNC Board.

C.D. Chairs of Standing and Special Committees are given the title of Vice President.

D.E. Decisions made by any committee shall be considered as recommendations to the Board and not as decisions by the PCNC.

E.F. Decisions shall be made by a majority vote of those committee members present and voting at a duly called meeting of the committee.

ARTICLE VIII MEETINGS

Section 1: Meeting Time and Place – All meetings of the Board shall be held within the boundaries of the PCNC.

A. Regular Meetings: The Board shall meet not less than once per calendar quarter at a regular time and place to be determined by a majority of the seated Board.

B. Special Meetings: Special meetings of the Board may be called by (i) the PCNC Chair; or (ii) a majority of the Board members by written petition to the PCNC Chair. The PCNC Chair shall hold such special meeting within fifteen (15) days of receiving the petition after having given notice of at least twenty-four (24) hours to all Board members.

Section 2: Agenda Setting – The Chair shall prepare the agenda for each Board meeting. Any agenda item may be added to the agenda of the next meeting of the Board upon petition signed by at least ~~fifty-thirty~~ (5030) Stakeholders or by a majority of Board members.

Minutes - The Chair shall, in the absence of the Secretary, appoint a Board member to take minutes of all decisions made and actions taken. If the services of a minute-taker from a DONE-approved vendor are being utilized, minutetaker may assume all administrative duties at the Secretary's or Chair's direction.

Section 3: Notifications/Postings – Where required, appropriate notice will be given in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy.

The Board shall establish procedures for communicating with all PCNC Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

Section 4: Reconsideration – Reconsideration may only be moved at the same meeting at which the motion to be reconsidered is adopted or rejected.

- A. Reconsideration may only be moved by a Board member who voted on the prevailing side of the motion to be reconsidered. Only one (1) reconsideration motion may be permitted with respect to a prior motion.
- B. The making of the motion to reconsider shall stop any action being taken on the motion to be reconsidered until the reconsideration has been completed.
- C. Discussion and vote on the reconsideration may take place at the same meeting or may be postponed until the next meeting.

ARTICLE IX FINANCES

- A. Compliance with this article will be under the guidance of the Department.
- B. The Treasurer shall be responsible for custody and control of all PCNC assets and financial operations, and the accounting therefor.
- C. At the direction of the Board, if the City of Los Angeles permits Neighborhood Councils to do this, the Treasurer will establish an account or accounts for the deposit of PCNC funds in a federally insured financial institution in the name of the PCNC, subject to rules and requirements of the City of Los Angeles.
- D. The Treasurer shall establish and maintain a system of bookkeeping and accounting for the PCNC that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, and federal laws.
- E. The Treasurer may rely on the Department in establishing and maintaining a bookkeeping and accounting system and, with approval by the Board, may retain on behalf of PCNC a financial professional to assist in creating a bookkeeping and accounting system.
- F. The Treasurer shall ensure that PCNC complies with the California Public Records Act (California Government Code Section 6250 et. Seq.) with respect to requests from the public to inspect PCNC records.
- G. The Treasurer shall report to the Board on PCNC finances at every regular meeting of the Board.
- H. The Treasurer shall be responsible for preparing or coordinating the preparation

of annual financial statements of PCNC and additional periodic statements as required by the Board. The Treasurer shall ensure that PCNC accounting systems meet the reporting requirements of the City of Los Angeles.

- I. The Chair of the Finance Committee shall automatically be appointed to be the Second Signer for all PCNC finance documents, unless the Board appoints another Board Member as Second Signer.

ARTICLE X ELECTIONS

Section 1: Administration of Election – The Neighborhood Council's 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 – Any Stakeholder age eighteen (18) or greater shall be eligible to be a member. Each Stakeholder shall be entitled to one (1) vote for each open position on the Board. Those who declare a stake in the neighborhood as community interest ~~stakeholders~~ Stakeholders shall be eligible only to run for and vote for the two (2) unlimited At-large seats. The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age – All Stakeholders aged eighteen (18) and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status – Voters will verify their Stakeholder status by providing acceptable documentation.

Section 5: Restrictions on Candidates Running for Multiple Seats – Candidates shall be eligible to run for one (1) seat only, either from their own Districts or business or “at-large.”

Section 6: Other Election Related Language

- A. With respect to voting for candidates for Board seats:
 1. The winning candidates in each District shall be those who have the highest vote count for resident-homeowner and resident-renter candidates.
 2. The winning business candidates shall be those who have the highest vote counts from among all business candidates.
 3. The winning at-large candidates shall be those who have the highest vote counts among all at-large candidates and unsuccessful candidates for other positions, provided that all six (6) at-large positions may not be filled from only one of the three (3) other categories (resident-homeowner, resident-renter, or business candidates).
- B. The election date will be announced at least ninety (90) days prior to the election

date.

- C. No PCNC business shall be conducted in conjunction with any PCNC election.
- D. Cumulative voting is not allowed (i.e., a Stakeholder may not cast more than one (1) vote per candidate).
- E. Vote by Mail voting is allowed.
- F. Voting by proxy is not allowed.
- G. Results of each election shall be posted in those five (5) prominent places designed by the Board for posting notices of PCNC meetings.
- H. The second and all subsequent biennial elections shall be used to select Board members for all expiring seats and any vacant seats that have not been filled by appointment.

ARTICLE XI GRIEVANCE PROCESS

- A. The purpose of the grievance procedure is to address matters involving procedural disputes, such as the Board's failure to comply with Board rules or these ~~bylaws~~Bylaws. This formal grievance procedure does not apply to Stakeholders who may disagree with a position or action taken by the Board. Those grievances should be presented at Board meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.
- B. Any Stakeholder may file a grievance, provided that the following procedure is followed:
 - 1. Any grievance by a Stakeholder must be submitted in writing in duplicate, to the PCNC Chair and to the Secretary.
 - 2. The Secretary shall select an ad hoc Grievance Panel composed of five (5) Stakeholders who are randomly selected by the Secretary from a list of Stakeholders other than Board members who have previously expressed an interest in serving on such a Grievance Panel.
 - 3. Within fifteen (15) days after receipt of a written grievance, the Secretary shall refer the matter to the Grievance Panel.
 - 4. The Secretary shall coordinate a time and a place for the Grievance Panel to meet within thirty (30) days of receipt of the grievance. The person(s) submitting the grievance shall meet with the Grievance Panel to discuss alternate resolutions.
 - 5. Within thirty (30) days after the hearing, a Grievance Panel member, who shall be designated by a majority of all Grievance Panel members, shall prepare a written report. The report shall outline the Grievance Panel's

collective recommendations for resolving the grievance. The report shall be forwarded to the Secretary, who shall place the item on the agenda for the next regular Board meeting.

6. The Board may receive a copy of the Grievance Panel's report and recommendations prior to the meeting by the Board; but, pursuant to the Brown Act, the matter shall not be discussed among the Board members until the matter is heard at the Board meeting. The Board shall either accept, modify, or reject the Grievance Panel's proposed resolution.
7. In the event that a grievance cannot be resolved through this grievance procedure, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan for the Citywide System of Neighborhood Councils ("Plan").

ARTICLE XII PARLIAMENTARY AUTHORITY

All meetings of the Board and its committees shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised, except when superseded by applicable law, these ~~bylaws~~Bylaws, or any adopted special rules of order.

The Board also adopts 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~~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~~Bylaws amendment, draft a properly worded amendment and refer the proposed ~~bylaws~~Bylaws amendment to the Outreach Committee for dissemination to the public.
- C. The proposed ~~bylaws~~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~~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.

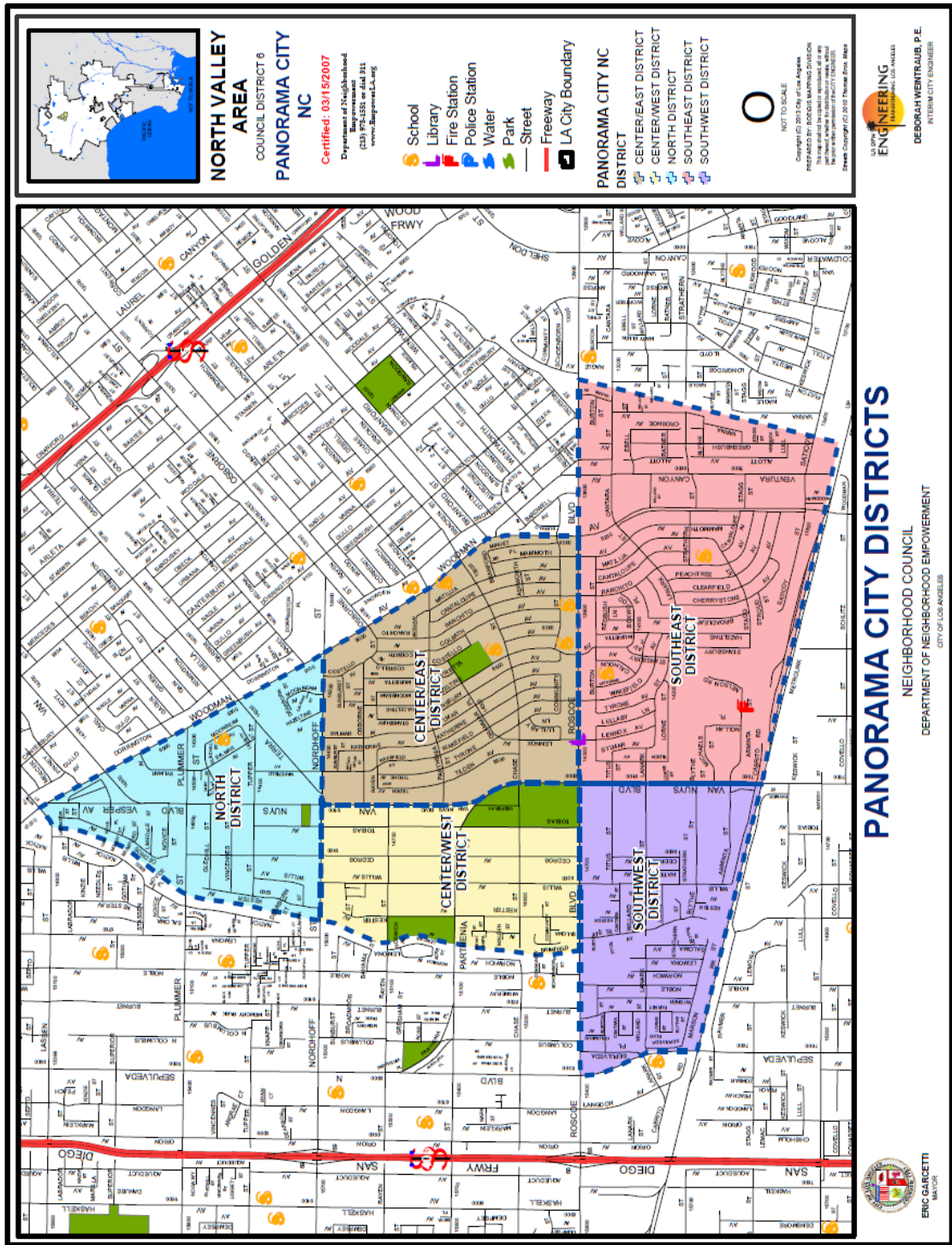
ARTICLE XIV COMPLIANCE

Section 1: Code of Civility – The PCNC, its representatives, and all ~~stakeholders~~ Stakeholders will conduct PCNC business in a professional and respectful manner and will abide by these ~~bylaws~~ 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, which must be signed within 30 days of election or appointment to the Board-

Section 2: Training – All ~~board~~ Board members must ~~take complete~~ ethics and funding trainings prior to making motions and voting on funding related matters. Additionally, all required training must be completed within 90 days of election, appointment or expiration of any such training, as per Article V, Section 9.B of these Bylaws.

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

ATTACHMENT A – Map of Panorama City Neighborhood Council



**ATTACHMENT B – Governing Board and Structure
Panorama City Neighborhood Council - 21 Board Seats**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident-Homeowner North Director Term: 4 years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing owned by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Resident-Homeowner Center-West Director Term: 4 years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing owned by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Resident-Homeowner Center-East Director Term: 4 years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing owned by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Resident-Homeowner Southwest Director Term: 4 Years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing owned by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Resident-Homeowner Southeast Director Term: 4 Years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing owned by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Resident-Renter North Director Term: 4 Years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing rented by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Resident-Renter Center-West Director Term: 4 Years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing rented by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident-Renter Center-East Director Term: 4 Years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing rented by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Resident-Renter Southwest Director Term: 4 Years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing rented by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Resident-Renter Southeast Director Term: 4 years	1	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives within the nomination district in housing rented by the stakeholder or a family member.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Business Directors Term: 4 Years	5	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who works within the council boundaries.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
At-Large Directors Term: 4 Years	4	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works, or owns property within the council boundaries.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries.
Unlimited At-Large Directors Term: 4 Years	2	Elected	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works, or owns property within the council boundaries and/or also those who declare a stake in the neighborhood as a community interest stakeholder.	Any stakeholder who is at least 18 years of age on the day of the election and who lives, works or owns property within the council boundaries and/or also those who declare a stake in the neighborhood as a community interest stakeholder.