

City of Los Angeles
Department of Neighborhood Empowerment

**Summary of
Stakeholder Definitions, Governing Board Structures, Decision Making Processes,
Election and Grievance Procedures
Certified Neighborhood Councils**

Updated November 17, 2003

Highlights

Smallest Governing Board – 5 (Greater Echo Park Elysian NC)
Largest Governing Board – 51 (Boyle Heights NC)
Average Governing Board Size – 20
Total Number of Governing Board Seats – Approximately 1475
Number of Governing Boards with Youth Seats Specified in By-laws – 19
Most Creatively Titled Council Board – “The Kapuna” (Old Northridge NC)
Most Creatively Titled Board Positions - “Kuckenbaughn”, “Vice-Kuckenbaughn”
“Scrivener”, “Bean Counter” (Old Northridge NC)

Interesting Factoids Department –

- Individuals who board horses are specifically included as stakeholders in the Chatsworth NC
- The Vermont Harbor NC has a chaplain on its Board

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Definitions

- A. Definition of Stakeholder**
- B. Structure of Governing Board**
- C. How Decisions are Made**
- D. Grievance Procedure**

Central Area

Central Hollywood Community Council

- A. A Stakeholder is any individual who lives, works, owns a business or owns property. In addition, a stakeholder is any one who participates in educational institutions, religious institutions, community organizations, or non-profit or for-profit organizations.
- B. The Board of Directors shall consist of 9 members including officers. The Board of Directors is chosen at the annual meeting, elected through ballot, and shall serve for a 2-year term. Officers (President, Vice-President, Secretary, and Treasurer) are nominated and selected by a Nomination Committee, and are elected by the members of CHCC. Officers shall serve for a 2-year term with no more than 8 consecutive years.
- C. The Board of Directors shall conduct CHCC business, as well as control and managing affairs.
- D. Stakeholders may file a grievance in writing with the Board of Directors. The Board of Directors shall resolve or take appropriate action and shall advise the griever of the decision.

Downtown Los Angeles NC

- A. A Stakeholder is any individual who lives, works, or owns property within the boundaries of the DLANC. In addition, a stakeholder is any individual who participates in educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners association, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watches, neighborhood watches, police advisory board groups, and/or redevelopment advisory boards.
- B. The Board of Directors consists of 27 members who represent different interest and geographical locations: 11 directors represent residents- one

director elected by residents in each of the following geographical/community areas; Art district, Brewery, Bunker Hill/ City West, Central City East, Fashion district, Historic Downtown, Little Tokyo, South Park, At-large homeless, and At-large tenant; 8 directors represent business interest- one director elected by business members in each geographical areas Alameda East, Central City East/Toy district, Downtown Center, Fashion district, Historic Downtown, Little Tokyo, South Park, At-large; 3 representatives representing cultural, arts and educational interests three directors elected at-large from organizations, non-profit educational institutions, museums, cultural institutions/ organizations, preservation societies/ organizations, faith-based organizations, non-profit entertainment venues; 3 directors representing social service providers elected at-large from mission-type organizations, faith-based organizations that provide social service, non-profit affordable housing development and management organizations, social service advocacy groups, non-profit hospital/ healthcare providers, counseling organizations, and life enrichment organizations; 2 directors represent the workforce, elected At-large (one representative from the public sector and one representative from the private sector). The Board (Executive Committee), elected from the Board of Directors membership, consists of a President, Vice-President for Administration, Vice-President for Communication and Outreach, Treasurer, and Secretary. The Board of Directors is elected annually and shall serve a 2-year term, and the Board (Executive Committee) is elected annually and they shall serve a 2-year term.

- C. The Board of Directors supervises all actions and activities of the Neighborhood Council.
- D. Grievances may be submitted in writing to any member of the Board. The Executive Committee or a designated sub-committee may review the grievance at a regular meeting or at a special meeting. The Grievor may be notified no less than 4 days prior to the meeting. The Executive Committee or sub-committee will resolve issue by taking appropriate action. If grievance cannot be resolved, the matter shall be referred to DONE.

Greater Griffith Park NC

- A. A Stakeholder is any individual who lives, works or owns property within the boundaries of the Neighborhood Council.
- B. The Governing Board shall be referred to as the Board of Directors. The Board of Directors shall consist of 19 members: 10 members shall be elected by districts by stakeholders, and 9 members shall be selected by existing Board members to represent at least A) business interest; B) religious institutions; C) educational interests; D) recreational interest; E) non-residential communities or charitable groups. The Board selects its members based on nominations. The Board shall serve a 2-year term with no more than

8 consecutive years. Officers who consist of President, Vice-President for Administration, Vice-President for Communication and Outreach, Treasurer and Secretary, are elected from among members of the Board annually, and they shall serve for a 1-year term. (Officers may also function as Executive Committee.)

- C. The Board of Directors shall conduct all business of the Neighborhood Council based on a majority of vote.
- D. A written grievance may be submitted to any member of the Board. The Executive Committee shall review the grievance at either a regular meeting or special meeting. The grievant must be notified at least 4 days prior to the meeting. The Executive Committee shall resolve the grievance and take appropriate action, and shall advise the grievant of its determination.

Los Angeles Historic Cultural NC

- A. A Stakeholder is any individual who lives, works, or owns property or a business within the Council's boundaries. In addition, stakeholder status maybe identified by participation in non-profit groups, schools, associations, and organizations within the boundaries.
- B. The Governing Body shall be referred to as the Board of Directors. The Board shall consist of 33 representatives elected by 2/3 majority of stakeholders. The Board will consist of 2 residents representing the Artist district; 2 residents representing Little Tokyo; 1 At-large representing El Pueblo; 4 residents representing Chinatown; 4 residents representing Victor Heights/Forgotten Edge; 2 residents representing Solano Canyon; 6 business owners, one representing each community; 6 non-profit representatives from all communities; 1 employee representing the Business sector; 1 senior representative; 1 youth representative; 2 At-large representatives from any category. The Board of Directors shall serve 3-year staggered term with no more than 6 consecutive years. The Board of Directors shall meet at least 6 times per year. Officers consist of the President, Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, Treasurer, and Historian. The Board of Directors shall elect the Officers, and Officers shall serve for a one-year term.
- C. The Board of Directors will oversee all activities of the Neighborhood Council.
- D. A grievance shall be submitted in writing to the Officers. The Officers will meet with the grievant to resolve grievance. The Officers shall report resolution to the Board of Directors. The grievance shall be placed on the agenda for the next regularly scheduled meeting.

Hollywood Hills West NC

- A. A Stakeholder is anyone who lives, works, owns property, or is a member of a volunteer or religious organization within the boundaries of the Neighborhood Council.
- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors shall consist of 23 directors: 5 Officers elected by the general membership (President, Vice-President, Secretary, Treasurer, and Parliamentarian); 9 Issue Committee Chairs elected by each issue committee, and 9 Area Committee Chairs elected by each area committee. Members of the Board of Directors shall serve a term of 1 year. No Board member may serve more than 8 consecutive years.
- C. The Board of Directors shall oversee the business of the Neighborhood Council. The President will be the representative of the Neighborhood Council before the city government.
- D. Any person may file a written grievance to the Board of Directors. The Board shall then refer the matter to an ad hoc grievance panel who will prepare a written report on recommendations for resolving the grievance, which will then be discussed by the Board pursuant to the Brown Act.

Hollywood United NC

- A. Stakeholders are any individuals who live, work or own property within the boundaries of the Neighborhood Council.
- B. The Governing Body shall be referred as the Board of Directors. The Board of Directors shall consist of 17 members who are elected At-large by stakeholders. There shall be 1 representative from each of the 5 geographical areas; 2 tenant representatives; 2 homeowner representatives; 2 unclassified stakeholder status seats; 1 educational representative; 1 non-profit organization representative; 1 faith-based representative; 3 business representatives. The Board of Directors shall serve a 2-year term m. (Term limitations are not stated in by-laws.) The Executive Committee will consist of President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The Board of Directors will elect Officers from among its members. (Term limitations are not stated in by-laws.)
- C. The Board of Directors shall take in matters concerning the Neighborhood Council.
- D. Any grievance must be submitted in writing to the Board of Directors. The Grievance will then be directed to an ad hoc Committee comprised of 5 stakeholders. A meeting with the Grievance Committee and the grieved will

be scheduled to discuss ways in which dispute may be resolved. The Grievance Committee shall prepare written report of recommendation to be forwarded to the Board. The Board of Directors may only discuss the report until the matter is heard at the next meeting.

MacArthur NC

- A. A Stakeholder is anyone who lives, works or owns property. A stakeholder may also be anyone who participates in community-based organizations or public agencies within the boundaries of the Neighborhood Council.
- B. The Governing body shall be referred to as the Governing Board. The Governing Board consists of 17 members elected by ballot. The composition of the Board is as follows: 1 representative from each of the 4 districts; 1 property owner; 2 business owners; 3 residential tenants; 2 community-based organization representatives; 1 senior representative; 1 youth representative; and 3 at-large representatives. The Governing Body may serve a 2-year term with no more than 4 consecutive terms. The Governing Board elects from among its members Officers for the position of President, Vice-President and Secretary. The Governing Body shall appoint a Treasurer chosen from among attending stakeholders.
- C. The Governing Body establishes policies and positions of the Neighborhood Council.
- D. Grievances must be submitted in writing to the Governing Board. The Board shall refer the matter to an ad hoc Grievance Committee comprised of 5 stakeholders. The secretary will coordinate a meeting for the Grievance Committee to meet with the grieved to discuss possible solutions. The Grievance Committee will prepare a report to be forwarded to the Board outlining recommendations for resolutions. The matter may not be discussed among Board members until the matter is heard at the next regular Board meeting. If the grievance cannot be resolved, the matter may be referred to DONE for consideration or dispute resolution.

Mid City WEST CC

- A. A Stakeholder is any individual who lives, works or owns property within the Community Council boundaries. In addition, a stakeholder may be identified by participation in educational institutions, religious institutions, community organizations or non-profit organizations within the Community Council boundaries.
- B. The Governing Board may be referred to as the Board of Directors. The Board of Directors shall consist of 45 members elected by stakeholders by majority vote at the annual meeting. Members shall represent each category with the

number of required representatives: homeowners (3); renters (5); residential associations (7); medium to large business (2); small business (3); non-profit organizations (2); government (1); education (2); religious communities (2); civic association (1); media/entertainment (1); arts (2); medical (1); minority (1); seniors (1); youth (1); disabled (1); unions (1); members-at-large (7). The Board shall serve a 2-year term.

- C. The Board of Directors governs all activities of the MCWCC.
- D. A Stakeholder may submit a written grievance to the Board of Directors, which will refer the matter to the Grievance Committee. The Grievance Committee must meet with the grieved to resolve the complaint. The Committee shall then formulate a report with recommendations, and the findings shall be discussed at the next regular meeting without discussing the matter with other Council members until the meeting. If grievance cannot be resolved within 70 days of its written submission, the matter may be referred to DONE for further resolution.

P.I.C.O. NC

- A. A Stakeholder is anyone who lives, works or owns property within the P.I.C.O. boundaries. In addition, a Stakeholder is anyone who participates in any educational institutions, religious institutions, community organizations or non-profit organizations, block clubs, neighborhood associations, homeowners association, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chamber of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code-watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.
- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors will consist of 23 persons elected from the Stakeholder population representing different areas from the P.I.C.O. NC. The Board of Directors shall serve a 2-year term, but cannot serve more than 8 consecutive years. 11 representatives shall be elected from residential areas; 2 from business committees/community; 2 school personal (teachers or administrators); 2 from religious and service organizations; and 2 youth members age 13 through 19. Elected from the Board of Directors shall be officials that will serve as President, 1st. Vice-President, 2nd. Vice-President, Recording Secretary, Corresponding Secretary and Treasurer, and each shall serve a 2-year term.
- C. The Board of Directors shall control and manage the affairs and business of the Neighborhood Council.

- D. Any Stakeholder may express or file a written grievance at any meeting. The grievance will be investigated by a neutral committee and brought back to the Board of Directors for resolution. If it cannot be resolved, the person can appeal decision to DONE. If further solution is needed, the City Attorney's Dispute Resolution Program may be utilized.

Pico Union NC

- A. A Stakeholder is anyone who lives, works, or owns property. In addition, a stakeholder may be identified through participation in educational institutions, religious institutions, community organizations, non-profit organizations, block clubs, neighborhood associations, community organizations, apartment associations, condominium associations, resident associations, homeowner associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, neighborhood watch, police advisory board groups, and/or redevelopment boards.
- B. The Governing Body shall be referred to as the Governing Board. The Governing Board consists of 15 members. There shall be 3 resident representatives (1 representative from each of the 3 geographic sections); 3 business organization representatives (1 representative from each of the 3 geographic sections); 3 resident tenants (1 representative from each of the 3 geographic sections); 3 community-based organization representatives (1 representative from each of the 3 geographic sections); 2 senior representatives and 1 youth representative. The Governing Body may serve a 2-year staggered term with no more than 4 consecutive terms. The Governing Board elects from among its member Officers who will serve as the Executive Board. The Executive Board consists of President, Vice-President, Secretary and Treasurer.
- C. The Governing Board establishes policies and positions of the Neighborhood Council through majority vote.
- D. Grievances must be submitted in writing to the Governing Board. The Board will then refer the matter to an ad hoc Grievance Committee comprised of 3 stakeholders. The Secretary will coordinate a time and a place for the Grievance Committee to meet with the grieved to discuss possible resolutions. The Grievance Committee will prepare a report outlining recommendations to be forwarded to the Board. The Board may not discuss the matter until it is heard at the next regular meeting of the Board. If the matter cannot be resolved, it may be referred to DONE.

Wilshire Center-Koreatown NC (WCKNC)

- A. WCKNC Stakeholders are any individuals who live, work, own property or conduct business within the WCKNC boundaries. Stakeholders also include the following entities with a physical address within the boundaries of the WCKNC: education institutions, religious institutions, community organizations, business ownership, nonprofit organizations, block clubs, neighborhood associations, business associations, apartment associations, resident associations, school/parent groups, faith-based groups, senior groups, youth groups, chambers of commerce, business improvement districts, arts associations, political actions groups, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, neighborhood watch groups, police advisory board groups, fraternal societies, military/veterans organizations, and /or redevelopment action boards.
- B. The WCKNC Board of Directors will be comprised of 35 Directors, elected by the Voting members of the Stakeholder Community and will be allocated as follows: 12 seats for community residents (2-3 from each Sub-District); 9 seats for businesses/commercial entities/business associations; 9 seats for organizations (qualified nonprofit organizations); 2 seats for youth representation; 3 seats for at-large representation. No single community stakeholder group shall comprise a majority of the WCKNC's governing body. Five Executive Officers will also be elected by the Board of Directors at the first Council meeting. They include a President, First and Second Vice-Presidents, Treasurer and Secretary.
- C. The Board of Directors shall act based upon active participation and input by the WCKNC Stakeholder community.
- D. Any grievance must be submitted in writing to the Board of Directors. The Board shall then refer to the matter to an ad-hoc grievance panel comprised of 5 Stakeholders randomly selected by the Board Secretary from a list of interested members. The grievance panel shall promptly prepare a written report to be forwarded to the Board outlining collective recommendations for resolving the matter. Board members are not to discuss the matter until it is heard at the next regular meeting of the Board.

East Area

Arroyo Seco NC

- A. A Stakeholder is any individual who lives, works or owns property within the boundaries of the Neighborhood Council.

- B. The Governing Board shall be referred to as the Board of Representatives. The Board of Representatives shall consist of 19 representatives elected from and by stakeholders. The Board is comprised as follows: 12 geographical representatives (each community having 2 geographical representatives; and 7 At-large representatives (at least having one representative from each of the following: A) retail/ wholesale/ services; B) faith-based organizations; C) education and youth; D) recreation, culture and art; E) environment; F) community, non-profit; G) health care and seniors. Geographical representatives may serve a 2-year term with no more than 2 consecutive terms, and At-large representatives may serve a 1-year term with no more than 4 consecutive terms. Officers consist of President, Vice-President, Secretary, Treasurer, and Registrar. Officers may serve for a 1-year term with no more than 2 consecutive terms.
- C. The Board of Representatives is empowered to establish policies, procedures and positions of the Neighborhood Council.
- D. Grievance must be submitted in writing to the Board of Representatives, which will then be referred to the ad hoc committee comprising of 3 members. Any grievance not resolved to the satisfaction of the grievant, shall be referred to DONE.

Atwater Village NC

- A. A Stakeholder is any individual who lives, works or owns property within the boundaries of the Neighborhood Council. In addition, stakeholders may be identified as homeowners, renters, property owners, business owners, employers of business, cultural institutions, religious institutions, service or community non-profit organizations, and schools.
- B. The Governing Body shall be referred to as the Board of Governors. The Board of Governors consists of 17 stakeholders elected by written ballots, and appointed at-large. The Board is organized as follows: 6 resident representatives (2 representatives from north Atwater, 2 representatives from central Atwater and 2 representatives from south Atwater); 2 business representatives, 2 community groups/non-profit representatives; 2 church/religious representatives; 1 school representative; 1 park/recreation representative; and 3 appointed At-large representatives. Board of Governors may serve a 2-year term with no more than 8 consecutive years. The Board shall include Officers, who consist of 2 Co-Chairs, Secretary and Treasurer. Positions are determined by majority vote of the Board.
- C. Official action occurs when the Board of Governors approves or disapproves by vote a resolution, position or decision that concerns the Neighborhood Council.

- D. Grievances must be submitted in writing to the Board of Governors. The Board of Governors shall then refer the matter to an ad hoc Grievance Committee comprised of 5 stakeholders. A meeting will be scheduled for the Grievance Committee to meet with the griever. The Grievance Committee will prepare a report that will be forwarded to the Board of Governors outlining recommendations. The matter may not be discussed among Board members until it is heard at the next regular meeting of the Board. If Grievance cannot be resolved, the matter may be referred to DONE for consideration or dispute resolution.

Boyle Heights NC

- A. Stakeholders are any individuals who live, work, or own property within BHNC boundaries. In addition, a stakeholder may be identified by participation in educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, policy advisory board groups, and/or redevelopment action boards.
- B. The Governing Body shall be referred to as the Board of Officers. The Board of Officers is not to exceed 51 officers. There shall be 7 Executive Officers (President, Vice-President, Secretary, Treasurer, Public Relations, City Oversight, and Special Events), and 44 Geographical representatives 11 from each area: area 1 NW, area 2 NE, area 3 SE, area 4 SW [5 seats are reserved for residents and the remaining 6 are available for At-large]. Board of Officers shall serve for a 1 to 2 year staggered term, and may not serve more than 4 consecutive years in any office.
- C. The Board of Officers shall establish policies and positions of the BHNC.
- D. Any person may file a grievance. The Grievance Committee shall have 14 days to respond and to resolve the complaint. If no agreement can be made, the members may vote at a special meeting. The Grievance Committee may apply for resolutions from DONE if no agreement can be reached.

Eagle Rock NC

- A. Stakeholders are any individuals who live, work, or own property in the area of Eagle Rock Neighborhood Council. In addition, a Stakeholder may be identified through participation in educational institutions, religious institutions, community organizations or non-profit organizations, block clubs,

neighborhood associations, homeowners association, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups, senior groups, youth groups, chamber of commerce, business improvement districts, art associations, political action groups, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code-watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.

- B. The Governing Board shall be referred to as the Board of Directors. The Board of Directors is comprised of 19 Directors, elected by the Voting members from the Stakeholder Community, as follows: 1 President who is elected At-large; 1 Treasurer who is elected At-large; 1 Immediate Past President non-elected position; 7 Directors representing community organizations, local businesses and other institutions; 8 Directors from each of the 8 sub-districts; and 1 youth, at least 16 years old, elected to represent youth groups and organizations. Vice-President, Secretary, and Communication Governmental Relation are nominated and voted by the elected Board of Directors.
- C. The Board of Directors establishes policies and recommendations to governmental and other entities.
- D. A stakeholder may submit a written grievance to the Board of Directors. The Board of Directors (or a sub-committee thereof, if so designated by the Board) shall review the grievance at either a regular meeting or a specially called meeting. The griever shall be notified no less than 4 days prior to the meeting. The Board of Directors shall resolve or take appropriate action. A Grievance may also be presented to DONE for review

Elysian Valley Riverside NC

- A. A Stakeholder is any individual who lives, works or owns property in the boundaries of the Neighborhood Council.
- B. The Governing Body will be referred to as the Board of Directors. The Board of Directors shall consist of 15 stakeholders elected At-large by voice vote. The Board of Directors shall serve a 2-year term with no more than 8 consecutive years. The Executive Committee shall consist of a Chair, Vice-Chair, Secretary and Treasurer who are elected from the Board through the Board by majority vote.
- C. The Board of Directors is the governing body of the Neighborhood Council.
- D. Grievances may be submitted in writing to the Board of Directors. The Board shall refer the matter to an ad hoc committee comprised of 5 stakeholders. A meeting will be set for the committee to meet with the griever to discuss

resolution of the matter. The Committee shall formulate a report with its recommendations for the Board. The Board members must only discuss the matter at the next meeting. If grievance cannot be resolved, the matter may be referred to DONE.

Glassell Park NC

- A. A Stakeholder is an individual who lives, works, or owns property within the boundaries of the Glassell Park Neighborhood Council. This also includes businesses and their employees, religious and educational institutions and their constituencies, residents, homeowners and renters.
- B. The Governing Board is made up of 15 members. Each 17 mapped areas will have 2 representatives; one will sit on the Board with the other functioning as alternate. Business representatives will have 3 seats, Institutional representatives (one faith-based, one educational, 1 other) will have 3 seats, and Organizational representatives will have 2 seats. A Nominating Committee prepares candidates for the Board. Stakeholders then elect board members through ballots or voice votes. Terms of office shall be for 2 years up to a maximum of 4 consecutive terms. There shall be a Chairperson, Vice-Chairperson, Treasurer, and a Secretary elected by members of the Board, each serving for one year and no more than 2 consecutive terms.
- C. The Chairperson makes determinations regarding issues affecting the community with Board approval.
- D. Stakeholders may bring grievances to Board members after meeting and discussing the matter with involved and neutral individuals. In the event of a failure to resolve the grievance, an impartial panel of 3 will be appointed to investigate and issue recommendations or resolutions to be voted on by the full Board. If this fails to resolve grievance, dispute shall be brought to DONE.

Greater Cypress Park NC

- A. A Stakeholder is any individual who lives, works or owns property within the boundaries of the Neighborhood Council.
- B. The Governing Body shall be referred to as the Board of Councilors. The Board of Councilors consists of 15 stakeholders elected At-large. Board members may serve a 2-year term with no more than 3 consecutive terms. Officers consist of Chair, Vice-Chair, Treasurer and Secretary. Officers are to be elected by the Board from among its members. (By-laws do not indicate terms of Officers).
- C. Official action is to be taken by the Board of Councilors.

- D. Any serious grievance must be submitted in writing to the Board of Councilors. The Board will then refer the matter to an ad hoc committee of 5 stakeholders. A meeting will be coordinated with the Grievance Committee and the grievant to discuss potential resolutions. The Grievance Committee shall then prepare a written report (with recommendations) to be forwarded to the Board. The matter may not be discussed until the grievance is heard at the next regular Board meeting. If grievance cannot be resolved, the matter may be referred to DONE for consideration or dispute resolution.

Greater Echo Park Elysian NC

- A. A Stakeholder is any individual who lives, works, or owns property in the Neighborhood Council area. In addition, a stakeholder may be anyone who participates in educational institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, policy advisory board groups, and/or redevelopment action boards.
- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors shall have 5 to 7 members including President, Vice-President, Treasurer, Secretary, and Chief Information Officer. 2 more representatives may be elected if the Board finds it necessary. Any stakeholder may self-nominate, and nominations may be taken from the floor as well. (By-laws do not provide further information regarding terms of office).
- C. The Board of Directors shall conduct official actions.
- D. A stakeholder may discuss any concerns with a member of the Board of Directors. If the issue is not resolved, it will be discussed at the next Board meeting where it will be treated as Motion to Reconsider. A Motion to reconsider requires 2/3 of the quorum in order to pass.

Historic Highland Park NC

- A. A Stakeholder is any individual who lives, works or attends school, or does business or attends a faith-based organization within the boundaries of the Neighborhood Council.
- B. The Governing Board shall be referred to as the Board of Directors. The Board of Directors consists of 21 stakeholders: 5 Officers will represent the Executive Committee, which consist of a President, First Vice-President,

Second Vice-President, Secretary, and Treasurer; and 8 Issue Committee Chairs representing the remaining seats available, and consist of one representative for each of the following issues: A) Public Safety, Transportation; B) Educational, Child Care, Youth Development, Human Resources; C) Arts, Culture, Architecture; D) Land Use; E) Promotion, Communication; F) Economic Development, Employment; G) Environment, Pollution, and Public Health; H) Housing. The term of office for all members of the Board of Directors shall be 2 years with a maximum of 4 terms in any one or more positions. At no time shall any individual service more than a total of four-2year terms (i.e. 8 years) in any one or more positions.

- C. The Board of Officers takes official action by a majority of vote.
- D. No information available regarding Grievance procedures for HHPNC.

LA-32 NC

- A. A Stakeholder is any individual who resides, works, or owns property within the boundaries of the NC. In addition, a stakeholder may be a member of a community-based organization or public agency.
- B. The Governing Body shall be referred to as the Board of Directors. The Board shall consist of 21 members who are elected to serve for a 1-year term. Stakeholders in 4 different regions elect 4 board members to represent each region, and 5 board members are elected At-large. The Executive Board, consisting of Board of Directors who are elected by stakeholders, shall consist of a President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.
- C. The Board of Directors establishes policies and positions of LA-32. Its actions are official positions.
- D. A Stakeholder may file a grievance or may submit a petition to the Board. The President shall accept 2 volunteers from the active member list, and 2 Board members to review the complaint as an ad hoc Grievance Committee. The Committee shall meet with the grieved in order to solve the dispute. If the grieved is not satisfied with the solution, he/she may file an appeal to DONE. Upon review DONE, can deny the appeal or make further recommendations for reconsideration.

Lincoln Heights NC

- A. A Stakeholder is any individual who lives, works or owns property in the Neighborhood Council area. In addition, a Stakeholder is any one who participates in educational institutions, religious institutions, community organizations or non-profit organizations, block clubs, neighborhood

associations, homeowners association, apartment associations, condominium associates, resident associations, school/parent groups, faith-based groups and organizations, youth groups and organizations, chamber of commerce. Business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.

- B. The Governing Board shall be referred to as the Board of Governors. The Board of Governors consists of 25 stakeholders nominated and elected at-large. The Board consist of President, Vice-President, Treasurer, Secretary, 3 representatives from each district, 3 representatives from the business community, 3 representatives from community base organizations, and 1 youth representative who shall be of High school age, but no more that 18 years old. The President, Vice-President, Treasurer and Secretary shall represent the Executive Officers. (By-laws do not provide information regarding terms of office).
- C. The Board of Governors shall be responsible for all business conducted by the Neighborhood Council.
- D. A grievance may be submitted in writing to the Board of Governors. The matter will be referred to an ad hoc grievance panel consisting of 5 stakeholders. The secretary will reserve time and place where the panel and the grieved may meet to discuss how the matter may be resolved. The panel will issue the Board of Governors a written report with recommendations that may not be discussed between Board members until it is heard at the next regular meeting. If grievance cannot be resolved, the matter may be referred to DONE.

Silver Lake NC

- A. A Stakeholder is anyone who lives, works, owns property, or owns or operates a business within the boundaries of the Neighborhood Council. In addition, a stakeholder is anyone who is involved in a community group, school or religious institution.
- B. The Governing Board consists of 21 members; 2 members who are elected by stakeholders of each of the 7 regions, and 7 members elected at-large. Governing Body members may serve a 2-year staggered term with no more than 4 consecutive terms. Members may not serve again until 2 years after their last day of service. The Governing Board elects Officers who consist of 2 Co-Chairs, Vice-Chair, Secretary and Treasurer. The term for all Officers will be one year. Co-chairs must have served as a Board member for at least one year prior to being elected by the Board (except for the first Officer election).

All other Officers may serve without having previously served on the Board. Term limits for Officers are the same as the Board Members (4 Board terms).

- C. The Governing Body is the decision-making entity charged with representing the Council in its dealings with the community and the City. It takes official action by a majority vote.
- D. Grievances must be submitted in writing to the Governing Board. The Board will refer the grievance, in a timely manner, to a Grievance Committee comprised of 3 stakeholders who are not Board Members. The Grievance Committee will issue a report with recommendations to be forwarded to the Governing Board. The Board will review the report at the next Board meeting; the griever may review the report and address the Board prior to the meeting. If the griever is not satisfied with resolution, he/she may appeal the decision at a Community Meeting following Recall or Referendum. Stakeholders may also appeal a grievance decision to DONE.

West Area

Bel-Air Beverly Crest NC

- A. A Stakeholder is any individual who lives, works, or owns property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified by participation in community organizations, neighborhood associations, homeowners associations, apartment/ condo associations, resident associations, school/ parent group, faith-based organizations, educational institutions, non-profit organizations, and /or business district.
- B. The Governing Board shall be referred to as the Council. The Council seats shall be proportionally distributed based on the number of individuals within a stakeholder association. The BABC Council, based on the formula established in the by-laws, determines distribution of seats. Distribution is as follows: A) homeowner/condominium associations – 30 representative; B) educational institutions – 3 representatives; C) business associations – 4 representatives; D) faith-based groups - 1 representative; E) Santa Monica Conservancy- 1 representative; F) employee association- 1 representative; G) 2 At-Large representatives. (Term limitation is not stated in by-laws). Officers shall consist of a President, Vice-President, Secretary, and Treasurer. Officers will serve for a 1-year term, with no more than 5 consecutive terms. Officers are elected by a majority vote of the Council. (Term limitations are not stated in by-laws).
- C. The Council shall have all power to implement and set positions taken by the Neighborhood Council.

- D. Grievances may be submitted in writing to the Secretary of the Executive Committee before the next scheduled Executive Meeting. The grievance will be considered and placed on the official agenda for the next scheduled Council meeting.

Grass Roots Venice NC

- A. Stakeholders are individuals who live, work or own any property within the GRVNC boundaries. In addition, a Stakeholder may be identified by participation in educational institutions, religious institutions, community organizations or non-profit organizations, block clubs, neighborhood associations, homeowners association, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chamber of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code-watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.
- B. The Governing Body shall be referred to as the Board of Officers. Voting Stakeholders may elect and vote for Body of Officers representatives: 7 Executive Officers elected At-Large; 7 At-Large Officers; and 7 geographical representative officers elected by voting members who live in each district. The 7 Executive Officers elected At-Large may vote for or run for President, Vice-President, Secretary, Treasurer, Communication Officer, and Governmental Relations Officer. Officers shall serve for a 2-year term, with no more than 8 consecutive years.
- C. The Board of Officers shall establish policies and positions for GRVNC.
- D. Grievances may be submitted in writing to any member of the board of Officers. The Board of Officers shall review the grievance at a regular Board of Officers meeting, or at a specially called meeting. The complainant shall be notified prior to the meeting. The Board of Officers shall resolve the grievance or take appropriate action.

Mar Vista CC

- A. A Stakeholder is any individual living, working or owning property within the Boundaries of the Community Council.
- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors shall consist of 13 directors including Officers. The Board is comprised of 7 directors elected At-large, and 6 zone directors elected by stakeholders within their zones. The Board of Directors shall serve a 2-year term with no more than 4 consecutive terms (At-large directors shall alternate

from one year to the next with the election of zone directors). Officers elected by Board members include Chairperson, Vice-Chairperson, Second Vice-Chairperson, Secretary and Treasurer. Officers shall serve a 1-year term with no more than 4 consecutive terms.

- C. The Board of Directors authorizes and approves all business of the Community Council.
- D. Grievances must be submitted in writing to the Board of Directors. The grievance shall be referred to an ad hoc Grievance Committee comprised of 3 stakeholders. The Grievance Committee and the grievor will meet to discuss ways in which grievance can be resolved. The Grievance Committee shall prepare a report with resolutions to be forwarded to the Board of Directors. The Board shall not discuss the matter until the next regular meeting. If grievance cannot be resolved, the matter may be referred to DONE.

NC of Westchester-Playa del Rey

- A. Stakeholders are individuals who live, own real property, or work within the boundaries of the NCWP. A Stakeholder may be identified by participation in educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, condominium associations, senior groups and associations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory board, boys and girls clubs, cultural groups, environmental groups, code-watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.
- B. The Governing Body will be called the Board of Directors, which will be comprised of 33 voting members elected by the general membership. 9 members will be elected from the At-Large population, and voting members of their respective census tract will elect 2 members from each census tract. At-Large members will serve a one-year term, half of census tract members will serve a 2-year term, and the other half of the census tract will serve a one-year term. The Board of Directors shall elect by majority of vote a President, Vice-President, Recording Secretary, Corresponding Secretary and a Treasurer.
- C. The President shall have general supervision, direction and control of all business and activities of the Board.
- D. There are no grievance procedures specified in the Council's bylaws.

South Robertson NC

- A. A Member (stakeholder) is any individual who lives, works, owns property, or attends school and/or are members of congregations.
- B. The Governing Board shall be referred to as the Board of Directors. The Board of Directors shall consist of 25 voting members elected by stakeholders. Elected members who draw even numbers shall serve for 2 years, and those who draw odd numbers shall serve for 4 years. The Board of Directors determines by majority of vote Officers from among Board members. Officers shall represent President, Vice-President, Secretary and Treasurer, and they shall serve a 2-year term.
- C. The Board of Directors is the final authority of the Neighborhood Council.
- D. Grievances must be submitted in writing to the Board of Directors. The Board will then refer the grievance to an ad hoc Action Committee made up of 1 Board member and 10 Members. The Chair will schedule a meeting to meet with the grieved in order to resolve the matter. The Action Committee shall then prepare a final report with recommended actions, which shall be forwarded to the Board. The matter shall not be discussed until the next regular meeting.

Westside NC

- A. A Stakeholder is any individual who lives, works or owns property in the boundaries of the NC. In addition, a stakeholder may be identified by participating in educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chambers or commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code-watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.
- B. The Governing Board shall consist of 17 voting members and 3 non-voting ex-officio members: 2 members shall be property owners, operators, or employees (based on geographical area); 6 members shall represent business organizations (based of geographical area); 7 members shall represent residents (based on geographical area); 1 member shall represent religious institutions; 1 member shall represent educational institutions; 1 member shall represent non-profit organizations; 1 member shall represent At-large stakeholders; and the 3 non-voting ex-officio members shall serve the Police Department, the Fire Department and/or the Los Angeles City Council District.

Stakeholders within a geographical area may vote for representatives of that area. The Governing Board may serve a 2-year staggered term, and only the business organization representatives shall end their term in an even number year. Officers, who consist of a Chair, Co-Chair, Treasurer, Corresponding Secretary and Reporting Secretary, shall serve for a 1-year term. The Chair shall appoint a Nomination Committee, which will nominate all candidates. The Board members shall then elect Officers with a majority of vote. No Chair or Co-Chair may serve more than 2 consecutive 1-year terms.

- C. The Governing Board shall represent all Neighborhood Council interest before Governmental entities. It shall also conduct all business and policies of the Neighborhood Council.
- D. Grievances may be submitted in writing to the WNC. An ad hoc Committee will be established from active volunteer members to review the grievance. The Committee shall write a report to the WNC with recommendations about the matter. The matter will be discussed and solved at a meeting between the Governing Board and the grieved. If the grievance cannot be resolved, the matter may be referred to DONE for resolution.

Harbor Area

Central San Pedro NC

- A. Stakeholders are renters, owners, homeowners, church members, organizations, the homeless, social service recipients, school, youth and senior individuals and groups that represent the ethnic diversity the community. Also, a stakeholder may be any individual who lives, works, does business, or owns property in this Neighborhood Council area. In addition, stakeholder status may be identified by participation in educational institutions, religious institutions, community organizations, block clubs, neighborhood associations, homeowners associations, school/ parent groups, faith based organizations, senior groups and organizations, youth groups and organizations, chamber of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisory board groups, and/ or redevelopment action groups.
- B. The Governing Body shall be referred to as the Board of Officers. The Board of Officers consists of Stakeholders elected by all constituencies of Stakeholders. There shall be no more than 17 members and no less than 12 members. No single stakeholder group shall constitute a majority of the “Board”. Elections for the Board of Officers are held once per year during the annual meeting. The Board of Officers is comprised of an Executive Committee of 5 members, and At-Large Officers of no more that 12 members and no less than 7 members. The Executive Committee is to be made up of a

President, Vice-President, Secretary, Treasurer, and Communications Officer. At-Large Officers shall reflect the diversity of Stakeholders. Board of Officers and Executive Officers shall serve for a two-year term, and At-Large Officers shall serve for a one-year term.

- C. The President in the Executive Committee is responsible for executing agendas and Council business.
- D. A written grievance procedure formulated by the Board of Officers and adopted by Stakeholders shall govern rules, regulations, policies, procedures, and decision-making processes and results.

Coastal San Pedro NC

- A. A stakeholder is an individual who lives, works, does business, or owns property in the CSPNC area. In addition, a Stakeholder may be identified by participation in, educational institutions, religious institutions, community organization, block clubs, neighborhood associations, homeowners associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chamber of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.
- B. The Governing Board will consist of 17 members, which consists of Stakeholder members who meet annually. Governing Board members shall serve for a one-year term, with no more that 8 consecutive years, and Governing Board meetings are held quarterly. Council President will nominate, and the Governing Board will ratify by majority of votes an Elections Committee. The Election Committee will call for and receive nominations of candidates for the Governing Board, and it will also be responsible for results and certification of winner. Election is determined by plurality vote. There shall be a President, Vice-President, Treasurer, and Secretary.
- C. The President in the Governing Board makes all executive decisions.
- D. Stakeholders at an annual meeting elect a Grievance Committee of three people, none belonging to the Governing Board. Individuals who claim grievances may communicate with Grievance Committee. The person is then invited to present arguments with evidence and testimony. Grievance Committee will present recommendation to CSPNC, and may communicate findings to DONE and Governing Committee.

Harbor City NC

- A. A Stakeholder is any individual who lives, works, or owns property in the Neighborhood Council area. In addition, a Stakeholder may be anyone who participates in educational institutions, religious institutions, community organizations or non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chamber of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code-watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.
- B. The Governing Board shall be referred to as the Board of Directors. The Board of Directors shall have 13 members, each member representing a stakeholder group, (no more than 3 representatives per group). 7 directors shall serve for 2 years, and 6 directors shall serve for 1 year. No person shall serve for more than 8 consecutive years. President, Vice-President, Secretary, Treasurer and Parliamentarian are elected annually and they shall be members of the Board of Directors. Officers and the Board of Directors are elected through ballots.
- C. The Board of Directors shall control and manage the affairs and business of the Neighborhood Council.
- D. Grievances must be submitted in writing to the Board of Directors. The Board of Directors then appoints a Grievance Committee that includes members of the Board and other Committees. The Grievance Committee will hold a meeting to evaluate the grievance, and upon evaluation the Committee will provide, in writing, recommendations to the Board of Directors. The recommendations will be voted on by the Board of Directors to reach a final decision.

Harbor Gateway North NC

- A. A Stakeholder is any individual who lives, works or owns property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified through participation in educational institutions, religious institutions, community organizations, block clubs, neighborhood associations, homeowners associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chamber of commerce, business improvement districts, service groups, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.

- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors consists of 17 registered members elected by stakeholders through majority vote. The Board shall be arranged as follows: 1 resident representative from each of the 8 districts; 5 elected At-large representatives; and 4 organizational representatives from each of the following groups: business, community organizations, faith-based organizations, and youth group. 3 non-voting advisors may also serve on the Board of Directors. Non-voting advisors consist of 1 representative from LAPD; 1 representative from the LAFD; and 1 representative from the City Council. The Board of Directors may serve a 2-year staggered term, with no more than 8 consecutive years. Non-voting advisors may serve as long as they wish. Officers consist of Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary and Treasurer. (By-laws do not indicate term limitations of Officers).
- C. All final decisions concerning the Neighborhood Council are to be made by the Board of Directors. The Board shall also handle daily affairs of the Council.
- D. Grievances must be submitted in writing to the Board of Directors. The Board will attempt to solve the grievance in the best manner possible. If grievance cannot be resolved, the matter may be referred to DONE for consideration or dispute resolution.

Harbor Gateway South NC

- A. A Stakeholder is any person at least 16 years of age who lives, works or owns property within the boundaries of the neighborhood council.
- B. The Governing board may be referred to as the Board of Governors. The Board of Governors consists of 15 members who are elected annually by ballot. The composition of the Board is as follows: 1 member representative from each of the 5 geographical divisions, 5 members who will serve as Officers (President, Vice-President, Secretary, Treasurer, and Sergeant-at-arms), and 5 general stakeholders. The Board of Governors shall serve a 2-year staggered term with no more than 8 consecutive years.
- C. The Board of Governors takes official action.
- D. Grievance must be submitted in writing to the Board of Governors. The Board of Governors shall then refer the matter to an ad hoc Grievance Committee comprised of 5 stakeholders. A meeting will be scheduled for the Grievance Committee to meet with the grieved to discuss resolutions. The Grievance Committee will prepare a written report with recommendation to be forwarded to the Board. The matter may not be discussed among Board members until the matter is discussed at the next regular or special Board meeting. If the

grievance cannot be resolved, the matter may be referred to DONE for consideration or dispute resolution.

Northwest San Pedro NC (NWSPNC)

- A. A Stakeholder is any individual who lives, works, owns property, or who attends or whose children attend a public or private school within the boundaries set forth by NWSPNC. An organizational stakeholder is any religious, community business or fraternal organization active within the boundaries set forth by NWSPNC.
- B. The Governing Board shall consist of no more than 17 members and shall reflect the diversity of the stakeholders. Members of the Governing Board shall be elected from 45 different Stakeholder categories; 1) 2 persons who live or own property from each of the following Census Tracts: 2,954; 2,963; 2,964; 2,970; 2) 2 persons who own businesses or work within the boundaries of NWSPNC; 3) 2 representatives from a non-governmental organization within NWSPNC boundaries; 4) 2 representatives from an educational organization within the boundaries of NWSPNC; 5) 3 At-large Stakeholders. Each member shall serve a 2-year staggered term, with no more than 3 consecutive terms. The Governing Board shall elect from within its members Officials that will serve as President, Vice- President, Secretary, and Treasurer. An Election Committee elected by the Governing Board recruits potential candidates, and the Board determines the categories candidates can represent. Officers are elected by majority of vote of the Board and elections are held during the annual meeting.
- C. The Governing Board may carry out purposes of NWSPNC, and it may also decide position of NWSPNC while taking into account the advisory votes of the membership and its Officers.
- D. The Governing Board shall establish a procedure through which individuals or group of Stakeholders can express concerns to the Board. Complaints may be filed with DONE.

Wilmington NC

- A. A stakeholder is anyone who lives, works, attends church, participates in an organization, or owns or rents a business or property within the Wilmington Neighborhood Council boundaries.
- B. There will be a Stakeholder Committee and an Executive Board. The Stakeholder Committee is composed of 21 seats elected from the Stakeholder population. The Stakeholder Committee will appoint 19 of the 21 seats, and the general public elects 2 seats. Stakeholder Committee will meet and vote once a year, and votes are determined with 50%+1 requirement. The

Executive Board is composed of 4 elected members from the Stakeholder Committee. The Board will have a Chair, Co-Chair, Treasurer and Secretary. The meetings occur no less than quarterly or as necessary to conduct effective business.

- C. The Executive Board states, and puts to vote, all questions. It authenticates all acts and proceedings by signature. The Chair supervises and controls the agenda.
- D. Grievances must be submitted to the Executive Board in writing. The Executive Board will appoint a Grievance Committee for discussion and evaluation, and will develop recommendations in writing that will be presented to the Executive Board for action. The Grievance Committee will also make recommendations in writing for scheduling a discussion hearing in the agenda. Recommendations are then voted by Stakeholder Representatives to make a final decision.

South Area

Community and Neighbors for Ninth District Unity (CANNDU)

- A. A Stakeholder is any individual who lives, work, or owns property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified through participation in educational institutions, religious institutions, community organizations, block clubs, neighborhood associations, homeowner associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chamber of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisory boards, and/or redevelopment action boards.
- B. The Governing Body shall be referred to as the Board of Governors. The Board of Governors consists of 9 stakeholders elected by majority vote. The Board may serve a 2-year term for no more than 8 consecutive years. The Board of Governors elects by majority vote Officers, who consist of Chair, Vice-Chair, Corresponding Secretary, Communication Secretary, Treasurer and Parliamentarian.
- C. The Board approves or disapproves by majority of vote any resolution, position or decisions regarding any business of the Neighborhood Council.
- D. Grievances must be submitted in writing to the Board of Governors. The Board shall then refer the matter to an ad hoc Grievance Committee comprised of at least 3 stakeholders. The Grievance Committee will schedule a meeting with the grieved in order to discuss potential solutions. The

Grievance Committee will prepare a report with its recommendations to be forwarded to the Board of Governors. The Board may not discuss any details of the matter until the issue is heard at the next regular Board meeting. If grievance cannot be resolved, the matter maybe referred to DONE for consideration and dispute resolution.

Empowerment Congress Central Area NDC

- A. A Stakeholder is any individual who lives, works, attends school/ church or owns a business property within the Neighborhood Council boundaries. In addition, a Stakeholder includes residents, representatives of churches, block clubs, neighborhood associations, business, property owner, and schools and community-based organizations.
- B. The Board of Governors consists of 15 elected and appointed members. Chairperson, Co-Chairperson, Secretary and 6 representatives who represent specific areas within the NC will hold elected positions; 5 At-large representatives and a Treasurer will hold appointed positions. The Governing Board is elected every 2 years, and individuals may nominate themselves or others as candidates. The Executive Committee will be elected from the Board of Governors, and it will consist of a Chair, Co-Chair, Treasurer and Secretary.
- C. The Governing Board guides and coordinates the work of the Neighborhood Council.
- D. Grievances must be submitted in writing to the Governing Board. The grievance will acknowledge receipt of the grievance within 10 days and then schedule a meeting within 45 days to resolve the grievance. If the grievance cannot be resolved, a mediator or arbitrator will be obtained for assistance. If mediator or arbitrator cannot resolve the grievance, the grieved may appeal within 10 days to DONE who will make final decision.

Empowerment Congress North Area NDC

- A. A Stakeholder is any individual who lives, works, attends school/church or owns a business/property within the ECNANDC's boundaries.
- B. The Governing Board will consist of 15 elected and appointed representatives. A Chairperson, Co-Chairperson Secretary, and 6 neighborhood representatives who represent specific areas within the Neighborhood Council boundaries will hold elected positions. 5 At-large representatives and a Treasurer will hold appointed positions. Elections are held every 2 years and Governing Board representatives can only serve for 4 consecutive years. Individuals may nominate themselves or other stakeholders. The Executive Committee will consist of a Chair, Co-Chair, Treasurer and Secretary.

- C. The Governing Board guides and coordinates the work of the Neighborhood council.
- D. Grievances may be submitted in writing to the Governing Board. The Governing Board will acknowledge the grievance within 10 days. The Governing Board will then schedule a meeting within 45 days to resolve grievance. If grievance cannot be resolved, a mediator or arbitrator will be obtained for assistance. If mediator or arbitrator cannot resolve the issue, the grieved may appeal to DONE within 10 days. DONE will make final decision.

Empowerment Congress Southeast Area NDC

- A. A Stakeholder is any individual who may live, work, attend school/church or own a business/property within the Neighborhood Council boundaries. In addition, Stakeholders are residents, representatives of churches, block clubs, neighborhood associations, businesses, property owners, schools and community based-organizations.
- B. The Governing Board will consist of 15 elected and appointed members. Chairperson, Co-Chairperson, Secretary and 6 representatives who represent specific areas within the Neighborhood Council hold elected positions. 5 At-large representatives and a Treasurer hold appointed positions. The Governing Board is elected every 2 years and individuals may nominate themselves and others as candidates. The Executive Committee will be elected from the Governing Board, and it consists of Chair, Co-Chair, Treasurer and Secretary.
- C. The Governing Board guides and coordinates the work of the Neighborhood Council.
- D. Grievances must be submitted in writing to the Governing Board. The Governing Board will acknowledge receipt the grievance within 10 days. If grievance cannot be resolved a mediator or arbitrator will be obtained for assistance. If mediator or arbitrator cannot resolve the grievance, the grieved may appeal within 10 days to DONE or the DONE Commission who will make final decisions.

Empowerment Congress Southwest Area NDC

- A. A Stakeholder is any individual who lives, works, attends school/ church or owns a business property within the Neighborhood Council boundaries. In addition, a Stakeholder includes residents, representatives of churches, block clubs, neighborhood associations, businesses, property owners, and schools and community based organizations.
- B. The Governing Board consists of 15 elected and appointed members. Chairperson, Co-Chairperson, Secretary, and 6 representatives who represent

specific areas within the NC hold elected positions; 5 At-Large representatives and a Treasurer hold appointed positions. The Governing Board is elected every 2 years, and individuals may nominate themselves or others as candidates. The Executive Committee will be elected from the Governing Board, and it consists of Chair, Co-Chair, Treasurer and Secretary.

- C. The Governing Board guides and coordinates the work of the Neighborhood Council.
- D. Grievances must be submitted in writing to the Governing Board. The Governing Board will acknowledge receipt the grievance within 10 days. If grievance cannot be resolved a mediator or arbitrator will be obtained for assistance. If mediator or arbitrator cannot resolve the grievance, the grieved may appeal within 10 days to DONE or the DONE Commission who will make final decisions.

Empowerment Congress West Area NDC

- A. A Stakeholder is any individual who may live, work, attend school/church or own a business/property within the Neighborhood Council boundaries. In addition, Stakeholders are residents, representatives of churches, block clubs, neighborhood associations, businesses, property owners and schools and community based organizations.
- B. The Governing Body will consist of 15 elected and appointed members. Chairperson, Co-Chairperson, Secretary and 6 representatives who represent specific areas within the Neighborhood Council hold elected positions. 5 At-large representatives and a Treasurer hold appointed positions. The Governing Body is elected every 2 years and individuals may nominate themselves and others as candidates. The Executive Committee will be elected from the Governing Board, and it consists of Chair, Co-Chair, Treasurer and Secretary.
- C. The Governing Board guides and coordinates the work of Neighborhood Council.
- D. Grievance must be submitted in writing to the Governing Board. The Governing Board will acknowledge the grievance in 10 days and then schedule a meeting within 45 days to resolve the grievance. If grievance cannot be resolved a mediator or arbitrator will be obtained for assistance. If mediator or arbitrator cannot resolve the grievance, it will be directed to the Executive Committee. The Executive Committee will make final decision.

Mid City NC (MINC)

- A. A Stakeholder is anyone who lives, works or owns property, has leased any residential or commercial property, and any business owner. Also, a stakeholder may be any participant in educational institutions, religious institutions, community organizations or other nonprofit organizations.
- B. The Board of Directors is to be elected by Stakeholders through voice or ballot determined by the majority. The Board shall consist of 21 members. 12 directors shall be residents of the MINC; 5 directors shall be individuals who own or operate a business, or own a business property or multi-residential property within the MINC area; 4 directors shall be members of either school, or religious groups or organizations. Elections for the Board of Directors are held at the annual meeting with Directors holding office for 2 years. Elected from the Board and by the Board shall be Executive Officers who may serve as President, Vice-President, Secretary, and Treasurer.
- C. All business shall be conducted by and through the Board of Directors by reviewing all matters and voting. The President has supervisory power over the Board of Directors and gives direction to council business.
- D. Any grievance must be submitted to the Board of Directors in writing. Once a grievance has been filed, an ad hoc grievance panel of 5 Stakeholders randomly selected from a list of interested individuals will be formed. A written report will be promptly forwarded to the Secretary of the Board detailing the panel's recommendations for resolution. The matter must not be discussed among Board members until it is heard at the next regularly scheduled meeting. If the matter is unresolved after the above grievance process has been carried out, it can be referred to the Department of Neighborhood Empowerment.

Park Mesa Heights Community Council

- A. A Stakeholder is anyone who is defined by the DONE Plan for Citywide System of Neighborhood Councils.
- B. The Governing Body will be known as the Board. The Board consists of 15 members including Executive Committee and Board representatives. The Board is made-up of 9 elected representatives from Stakeholder interest groups, elected annually. Board members are nominated by committee. The Board representatives serve for a one to two staggered year term. The Executive Committee is made-up of a President, Vice-President, Treasurer, Secretary, Sergeant-at-arms, and Parliamentarian who are elected annually by committee. The Executive Committee shall serve for a one to two staggered year term.

- C. The Board establishes policies and procedures for the Neighborhood Council.
- D. A Stakeholder may express a grievance in writing to the president of the Board of Stakeholder, or may present it at a regular meeting. A written response will be generated within 30 days. If Stakeholder is not satisfied with response, he/she can request, in writing, a meeting with the Executive Committee. The Executive Committee will meet within 15 days, and they shall generate a written response within 30 days after the meeting. If Stakeholder is not satisfied with response, he/she may request, in writing, a meeting with the Board within 15 days after receiving a response. The Board will generate a response within 30 days after that meeting. The decision by the Board will be final.

Southeast/Central Avenue NC

- A. Stakeholders are any individuals who live, work, own property, participate or provide services through community-based organizations and religious institutions in the NC area.
- B. The governing board for the SCANC will be referred to as the Board of Governors. The Board will be comprised of seven Neighborhood Council members elected through plurality of vote by the council membership annually. There are to be four seats representing Neighborhood Council officers and 3 At-Large seats. The four Officer seats are designated as follows: President, Vice-President, Secretary, and Treasurer. No Board member shall serve for more than eight consecutive years. Officers will be elected to two-year terms. The three at-large seats will initially (for the first election) be elected for a one-year term but will subsequently become two-year terms starting with the second election.
- C. The Board will be charged with establishing policies and procedures of the SCANC. It will also review and recommend actions on issues affecting members and the community.
- D. Grievances must be submitted in writing to the Board of Governors. The grievance will then be referred to an ad-hoc grievance panel consisting of three randomly selected and interested members. The panel will prepare a written report outlining recommendations to be forwarded to the Board. The matter must not be discussed among Board members until it is heard at the next regular meeting of the Board. If the matter cannot be resolved through the Board's grievance process, it may be referred to the Department of Neighborhood Empowerment.

United Neighborhood of the Historic Arlington Heights, West Adams, and Jefferson Park Communities

- A. Stakeholders are any individuals who live, work or own property. Also, a Stakeholder may be identified by their participation in educational institutions, religious institutions, community organizations or other non-profit organizations.
- B. The Governing Body may be referred to as the Board of Directors. The Board of Directors consists of 25 stakeholders: 12 directors shall be residents; 8 directors shall be non-resident stakeholders (educational/non-profit organizations; business owners; library representatives, parks/recreation; public safety; cultural/historical organizations; medical/health; religious); 5 At-large representatives. Elections shall be held by open voice vote annually. Directors serve a 1 to 2 year term, and they may not serve more than 8 consecutive years. The Executive Committee shall consist of Officers representing a President, Vice-President, Treasurer and Secretary elected by and from the Board of Directors.
- C. The Board of Directors controls all business and affairs of the Neighborhood Council.
- D. Grievances may be submitted in writing to the Board of Directors. The Board of Directors will appoint an ad hoc committee of 5 stakeholders. The Secretary will set a meeting to allow the panel and the grieved to resolve the dispute. A panel member shall submit a written report at the next Board meeting with resolutions. If grievance cannot be resolved, the matter may be referred to DONE.

Vermont Harbor NC

- A. A Stakeholder is anyone who lives, works or owns property, and/or any business organization or service provider within the area of the Neighborhood Council.
- B. The Governing Board shall be referred to as the Board of Representatives. The Board of Representatives consists of 9 representatives elected from among block representatives, who are elected by stakeholders from each “100” block of each street in the Neighborhood Council. The Board of Representatives shall serve a 4-year term with no more than 2 consecutive terms. Officers consist of the President, Vice-President, Secretary, Treasurer, Chaplain, Parliamentarian, Sergeant-at-arms and 2 Senior Advisors. The Board of Representatives elects President, Vice-President, Secretary, Treasurer, and Senior Advisor. Officers shall serve a 4-year term with no more than 2 consecutive terms.

- C. The Board of Representatives will take official action on positions, decisions or resolutions than involve the Neighborhood Council.
- D. Block representatives may file a written grievance in order to be placed on the agenda of the next regularly scheduled meeting. Grievances not on the agenda may be discussed during the public comment period.

Vernon/Main NC

- A. A Stakeholder is anyone who lives, works or owns property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified by participation in educational institutions, religious institutions, community organizations, non-profit organizations, block clubs, neighborhood associations, homeowners association, apartment associations, resident associations, school/parent groups, faith-based groups and associations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, arts associations, political action groups, environmental groups, code watch, neighborhood watch, police advisory boards, political action groups, boys and girls clubs, cultural groups, and/or redevelopment actions boards.
- B. The Governing Body shall be referred to as the Board of Representatives. The Board of Representatives consists of 27 members including Officers. There shall be 12 Area Representatives elected by stakeholders within the boundaries of their census tract; 10 Community Interest Representatives representing the following interests: business and commerce, faith-based organizations, education, recreation, culture and arts, environment, community-based organizations, health care, and transportation; and 5 at-large representatives. Officers consist of President, Vice-President, Treasurer, Corresponding Secretary and Parliamentarian. Half of the Area Representatives, Community Interest Representatives and 2 at-large representatives shall serve a 1-year term and all other seats shall serve a 2-year term, with all representatives not serving more than 8 consecutive years.
- C. The Board of Representatives has the authority to establish policies, procedures and positions of the Neighborhood Council.
- D. Grievances may be placed on the agenda of the next regularly scheduled meeting. Grievances not on the agenda may be raised during the comment period.

Watts NC

- A. A Stakeholder is anyone who lives, works or owns property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified by participation in educational institutions, religious institution,

community organizations, block clubs, neighborhood associations, homeowners associations, school/parent groups, faith-based groups and organizations, senior groups and associations, youth groups and associations, chamber of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisory board groups, and/or redevelopment actions boards.

- B. The Governing Body shall be referred to as the Board of Representatives. The Board of Representatives consists of 21 representatives including elected officers. There shall be 10 Area Representatives (one Area Representative elected by stakeholders from each area), and 9 Community Interest Representatives (one representative elected by stakeholders from each of the following interests: business and commerce, faith-based organizations, education, recreation, culture and the arts, environment, community-based organizations, health care, transportation, and adults, parents, caregivers. The Board of Representatives is elected annually, and they shall serve a 2-year staggered term with no more than 3 consecutive terms. Officers, who are elected by the Board from among its members, consist of Chairperson, Vice-Chairperson, Treasurer, Corresponding Secretary, Communication Secretary and Parliamentarian. Officers shall serve a 2-year term with no more than 2 consecutive terms.
- C. The Board of Representatives has the power to establish policies, procedures and positions of the Neighborhood Council based on stakeholder votes.
- D. Written grievances may be submitted to the Board of Representatives in order to be placed on the agenda of the next regularly scheduled meeting. The griever may appeal the grievance to DONE if the matter remains unresolved, or after 90 days of the initial presentation of the grievance to the WNC, which ever occurs first.

West Adams NC

- A. A Stakeholder is any individual residing or with a work address within the boundaries of Neighborhood Council. In addition, a stakeholder is a merchant who owns or operates a business, a person owning business or residential property, or any person who has an established affiliation with religious or educational institutions. A Stakeholder who wishes to become a Board member must be a resident, own a business or residential property or otherwise been engaged in the Neighborhood Council for 2 years.
- B. The Board of Directors shall be elected from the Stakeholder population, and it shall consist of 23 seats. 13 seats shall be filled with residents; 3 seats shall be persons who own or operate a business or a person who own a multi-

residential property; 7 seats shall be members of schools, religious groups or organizations. The Board of Directors is elected at the annual meeting. From the Board of Directors, chosen by Directors, shall be an Executive Committee with a President, Vice-President, Secretary and Treasurer, (upon discretion it may also have more officers as may be appointed). Voting for Officers may be by voice or by ballot, with the majority of votes winning. Officers should not serve for more than 8 years.

- C. The Board of Directors has the power to review and approve projects, programs and other activities. The President has supervisory power of the Board of Directors and he/she supervises and gives directions of business.
- D. Complaints shall be presented in writing. Complaints will be reviewed first by the Board of Directors. If complaints cannot be resolved, the Secretary will notify DONE to seek remediation through the City of Los Angeles' Dispute Resolution Program, or as directed by DONE.

South Valley Area

Canoga Park NC (CPNC)

- A. A Stakeholder is anyone who lives, works, owns property, attends faith-based organization, or participates in a community-based organization in Canoga Park or is otherwise a stakeholder in the recognized boundaries of the within the boundaries of the CPNC.
- B. The Governing Board shall consist of 25 voting members and several non-voting advisors. The composition of the Board is as follows: 2 appointed youth group representatives; 2 appointed senior group representatives; 4 elected home/condo owners; 4 elected retail/service business representatives; 2 elected industrial business representatives; 2 elected community-based organization representatives; 1 community-service organization; 1 elected faith-based organization representative; 1 elected educational institution representative; and 2 elected At-large representatives. Non-voting advisors shall include individuals but not limited to the following: Public Works, Rec.-Parks, LAFD, LAPD, LADOT, CRA, CDD, LAHD, Planning, Building and Safety and Elected Officials. The Board shall be elected on Election Day every 2 years and shall serve staggered terms where 10 members serve a 2-year term and 11 members serve a 4-year term for members who received the highest votes. Elected Board members shall serve no more than 8 consecutive years. Appointed members shall serve no more than 2 consecutive years. Officers, who consist of a President, Vice-President, Secretary, and Treasurer, are nominated and elected by the Board from among Board members. Officers shall serve a 1-year term with no more than 2 consecutive terms.
- C. The Governing Board is empowered to make decisions on behalf of the CPNC.

- D. Any person or group may file a written grievance with the Board. Within 10 working days the Board must refer the grievance to the Grievance Committee, who shall have 10 working days to resolve the matter with the grieved. The Committee shall then formulate a report for the Board with its findings, which will be discussed at the next regular or special meeting. If the grievance cannot be resolved, the matter may be referred to DONE.

Encino CC

- A. A Stakeholder is anyone who lives, works, or owns property, and participates in educational institutions, religious institutions, community organizations, non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisor boards, and/or redevelopment action boards.
- B. The Governing Board may be referred to as the Council. The Council shall consist of 21 voting representatives as follows: 1 representative from each stakeholder category, and 1 representative from each of the 7 geographical area elected by residents of that area. Each Representative shall serve a 2-year term with no more than 8 consecutive years. Officers shall consist of Chairperson, Vice-Chairperson, Treasurer, Secretary, and Sergeant at Arms, who are to be elected by the Representatives of the Council by majority vote. Officers may serve a 1-year term, and no Chairperson or Vice-Chairperson may serve more than 2 consecutive terms.
- C. The Council establishes positions for the Community Council.
- D. Any grievance by a stakeholder must be in writing submitted to the Council. The council shall refer matter to an ad hoc grievance panel randomly selected by the Council secretary who has expressed interest in serving on the panel. The Panel shall prepare a report within 30 days of the Panel's recommendation for resolving the grievance to be discussed by the Council at one of its meetings. In the event a grievance cannot be resolved by the Council, the grievance may be referred to the DONE for consideration or dispute resolution. The grievance has the right to appeal to DONE.

Greater Toluca Lake NC

- A. A Stakeholder is any individual who lives, works or owns property in the Neighborhood Council area. In addition, a stakeholder may be identified by participation in educational institutions, religious institutions, community organizations, non-profit organizations, block clubs, neighborhood association,

homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, park advisory board groups, and/or redevelopment action boards.

- B. The Governing Board shall consist of 25 members elected by plurality vote through written ballot. 8 members shall serve a 1-year term, 8 members shall serve a 2-year term, and 9 members shall serve a 3-year term. No member shall serve for more than 5 consecutive years. The Governing Board elects from among their members Executive Officers, who consist of President, Vice-President, Treasurer and Secretary. Officers may serve at the pleasure of the Governing Board.
- C. The Governing Board may establish positions on behalf of the Neighborhood Council.
- D. Any person wishing to file a grievance may communicate such matter to the Grievance Committee, which is composed of 3 stakeholders. The Grievance Committee will schedule a meeting with the grieved within 30 days after the initial communication. The Grievance Committee shall prepare a report with recommendations to the Governing Board to be presented at the next meeting. The Grievance Committee may also report the grievance directly to DONE.

Mid-Town North Hollywood NC

- A. A Stakeholder is anyone who lives, works, or owns property within the council area.
- B. The Governing Board may be referred to as the Board of Directors. The Board of Directors consists of 23 members comprised of the following: 3 members from each of the 5 districts, (at least one resident and one business representative); 4 members from community-based organizations or non-profit organizations; 1 member from art organizations; 1 members from chamber of commerce; 1 member from religious institutions; and 1 member from educational institutions. The Board of Directors may serve a 2-year staggered term with no more than 8 consecutive years. Executive Officers will be President, Vice-President, Treasurer, and Secretary, who will be elected by the Board. Officers may serve at the pleasure of the Board of Directors.
- C. The Board of Directors may establish positions on behalf of the Neighborhood Council.
- D. Any person may file a written grievance. The Grievance Committee shall have 10 working days to respond and to resolve the complaint. If no agreement can

be made, the Board must vote on the matter at the next regular meeting. Mediation and dispute resolution may be requested from DONE, within 10 days of failure to reach an agreement.

North Hollywood North East NC

- A. A Stakeholder is anyone who lives, works or owns property, or anyone who participates in youth groups, senior groups, community-based organizations, faith-based institutions and schools.
- B. The Governing Board may be referred to as the Board of Directors. The Board of Directors consists of 15 voting members and several non-voting advisors. The Board shall be comprised of: 2 youth representatives; 2 senior representatives; 2 renters; 1 home/condo owner; 1 retail business representative; 1 industrial business representative; 2 community-based organization; 1 faith-based organization; 1 school representative; and 2 At-large representatives. Non-voting advisors may include: Public Works; Rec.-Parks; LAFD; LAPD; LADOT; CRA; CDD; LAHD; Planning; Building and Safety; and Elected Officials. The Board of Directors may serve a 2-year term with no more than 2 consecutive terms. The Board of Directors nominates from among its members Officers that will serve as President, Vice-President, Secretary, Treasurer, Special Events Officer, Minutes Officer, Grant Writing Officer, and Youth Officer. Officers may serve for a 1-year term with no more than 2 consecutive years.
- C. The Board of Directors is empowered to make decisions on behalf of the Neighborhood Council.
- D. Any person may file a written grievance. The Grievance Committee shall have 10 working days to respond to the grievance and to resolve the complaint. If grievance cannot be resolved, the Board must vote on the matter at the next meeting. The grieved may appeal to DONE.

Reseda NC

- A. A Stakeholder is anyone who lives, works, owns a business, owns property, or participates in educational institutions, religious institutions, social organizations, fraternal organizations, community organizations or other non-profit organizations.
- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors consists of 15 stakeholders elected at the annual meeting. The Board of Directors is structured as follows: 4 residential representatives, 4 business representatives, and 7 At-large representatives. Board of Directors may serve a 2-year term with no more than 8 consecutive years. Officers consist of Chairperson, Vice-Chairperson, Treasurer, Secretary, Sergeant at

Arms, and Parliamentarian, who are elected from and by Board members by majority vote. Officers may serve a 1-year term, and no Chairperson or Vice-Chairperson may serve more than 2 consecutive terms.

- C. The Board of Directors may take official action through a majority vote.
- D. Any person may file a written complaint with the Chairperson. Within 30 days of receipt of the complaint, the officers may arrange a meeting with the griever. Within 90 days, the Officers will make recommendations to the Board of Directors. The Board of Directors shall resolve the complaint and shall report recommendations to the griever. If grievance cannot be resolved, the majority of the membership at the next regular or special meeting may vote on a final resolution. Parties may involve mediation from DONE.

Sherman Oaks NC

- A. A Stakeholder is any individual who lives, works or owns property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified by participation in educational institutions, religious institutions, community organizations, and non-profit organizations.
- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors consists of 21 representatives elected by stakeholders. Distribution of representatives shall be as follows: 1 elected residential representative for each of the 7 areas; 1 elected business representative for each of the 7 areas; and 1 elected At-large representative for each of the 7 areas. The Board of Directors may serve a 2-year staggered term, with no more than 8 consecutive years. Officers are elected from the Board by the Board. Officers consist of Chairperson, Vice-Chairperson, Treasurer, Secretary, and Parliamentarian. Offices may serve a 1-year term, and no Chairperson or Vice-Chairperson may serve more than 2 consecutive years.
- C. The Board of Directors has the authority to make all decisions on behalf of the Neighborhood Council.
- D. Any person may file a written complaint with the Chairperson. Within 10 days of the complaint officers will schedule a meeting with the griever. Within 60 days of the meeting the Officers may recommend a resolution to the Board of Directors. The Board will attempt to resolve the complaint by submitting their recommendations to the griever. If both parties cannot agree on a final resolution, the majority of the membership may vote at the next scheduled general or regular meeting. Parties are encouraged to seek mediation from DONE.

Studio City NC

- A. A Stakeholder is any individual who lives, works or own property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified by participation in educational institutions, religious institutions, community organizations, block clubs, neighborhood associations, homeowner associations, school/ parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chamber of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.
- B. The Governing Board shall be referred to as the Board of Governors. The Board of Governors consists of 15 members elected by stakeholders. Seats shall be distributed as follows: 2 At-large representatives; 3 residential homeowners; 2 residential renters; 3 business owners; 1 business property owner; 1 employee; 3 service organization representatives; and 1 ex-officio youth member (elected for a 1-year term). Initially, 7 members will serve a 2-year term, and 8 members will serve a 1-year term. Thereafter, all members shall serve a 2-year staggered term. No members shall serve for more than 8 consecutive years, and elections are determined by plurality vote. The Board of Governors includes officers who are elected through majority vote by the Board. Officers include Chair, Vice-Chair, Secretary and Treasurer.
- C. The Board of Governors is empowered to represent the Neighborhood Council.
- D. Grievances must be submitted in writing. Within 30 days of receipt, the Board will refer the matter to an ad hoc committee comprised of 5 randomly selected stakeholders. That a meeting will be scheduled for the committee to meet with the grieved to discuss possible solutions. Within 30 days of the meeting, the Grievance Committee must prepare a written report (with recommendations) to be forwarded to the Board. Recommendations may not be discussed until the matter is heard at the next scheduled meeting. If grievance cannot be resolved, the matter may be referred to DONE.

Tarzana NC

- A. A Stakeholder is anyone who lives, works or owns property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified by participation in educational institutions, religious institutions, community organizations, non-profit organizations, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and associations, senior groups and associations, chambers of commerce, business improvement district, service associations, park advisory boards, boys and girls clubs, cultural organizations, environmental groups, code watch, neighborhood watch, police advisory boards.

- B. The Governing Board shall consist of 19 members who are elected by plurality vote through written ballot. The Governing Board is organized as follows: 4 area representatives (2 representatives north of the Ventura Freeway, and 2 representatives south of the Ventura Freeway); 2 residential renters, 4 homeowners, 3 business representatives, 1 faith-based representative, 1 volunteer service group representative, 1 educational institution representative, 1 park/environmental representative, 1 health organization representative, and 1 youth representative. A Nominating Committee will call for and receive nominations for the Governing Board from the floor. The Governing Board shall serve a 2-year staggered term with no more than 6 consecutive years. The Governing Board from among its members elects Officers, to serve as President, First Vice-President, Second Vice-President, Treasurer, Recording Secretary and Corresponding Secretary. Officers are elected for a 1-year term and they may serve at the pleasure of the Governing Board.
- C. The Governing Body is entitled to make any decisions regarding the Neighborhood Council by majority vote.
- D. Grievances can be communicated to any member of the Grievance Committee, which is composed of 3 stakeholders. The Grievance Committee shall invite the grieved to a meeting to present arguments and evidence within 30 days of the initial communication. The Grievance Committee will prepare a report with recommendations to the Council in order to be presented at the next regular meeting. The Governing Board may communicate its findings directly to DONE upon its discretion. The Governing Body shall include the Grievance Committee reports in its agenda, and shall hear the reports in a timely manner.

Valley Glen CC

- A. A Stakeholder is anyone, 16 years or older, who resides, works, or owns property within the boundaries of the Community Council.
- B. The Governing Board shall be referred to as the Board of Directors. The Board of Directors shall consist of 25 voting members selected by stakeholders, and several ex-officio, non-voting members. The Board of Directors shall consist of: 2 homeowners from each of the areas 1 through 5; 1 renter, non-commercial from each of the areas 1 through 5; 1 member from Valley College; 1 member from public schools; 1 member from private schools; 1 member from religious institutions; 2 members from business/merchant sector; 2 members, 1 from east of Tujunga Wash, and 1 from west of Tujunga Wash; and 2 members from community-based organizations or non-profit organizations. Ex-officio members shall include the immediate past President, and individuals from Fire Dept., Police Dept.,

City Council Office, Mayor's Office, and DONE. The Board of Directors shall serve a 1-year term, with no more than 5 consecutive terms. The Board of Directors from among their members shall elect Officers, to be of President, Vice-President, Secretary, and Treasurer. Officers shall serve a 1-year term with no more than 2 consecutive terms on Office, or 5 consecutive terms on the Executive Committee.

- C. The Board of Directors deliberates issues, establishes and implements positions of the Community Council.
- D. A written complaint must be submitted to an Officer. Complaint shall be considered at the next meeting of the Board of Directors or no later than the second regular meeting. The Secretary shall provide the Board with a written response to the complainant within 10 business days of the meeting at which the issue was considered.

NC Valley Village

- A. A Stakeholder is any individual who lives, works or owns property in the Neighborhood Council area. In addition, a stakeholder may be identified through participation in educational institutions, religious institutions, community organizations non-profit organizations, block clubs, neighborhood associations, homeowners associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chamber of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police board groups, and/or redevelopment action boards.
- B. The Governing Board may be referred to as the Board. The Board may consist of 15 members, including Officers. Board members shall be elected for a 2-year staggered term. The Board members may nominate themselves, or may be nominated from the floor. Officers consist of a President, Vice-President, Secretary and Treasurer. Officers may nominate themselves, or may be nominated from the floor. Officers shall serve as long as they serve on the Board.
- C. The Board may pass any motion with a required majority vote.
- D. Under these by-laws there are no Grievance procedures.

Van Nuys NC

- A. A Stakeholder is any individual who lives, works, or owns property within the boundaries of the NC. In addition, a stakeholder may be any individual who

participates in educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.

- B. The Governing Board shall be referred to as the Board of Directors. The Board of Directors consists of no more than 21 voting members elected from stakeholders, and several non-voting ex-officio members. There shall be: 1 residential representative from zone 1; 1 resident representative from zone 2; 1 resident representative from zone 3; 1 resident representative from zone 4; 2 At-large resident representatives; 1 At-large renter representative; 1 representative from the auto business improvement district (selected); 2 At-large industrial business owners/employees; 4 At-large commercial business owners/employees; 1 senior representative; 2 representative from religious institutions; 2 representatives from non-profit community-based organizations; 1 youth representative (16-22); and 1 school representative. Non-voting ex-officio members include City Council Office, Mayor's Office, LAPD, and Community Court Advisory Panel. Board of Directors shall serve for a 1-year term with no more than 5 consecutive terms. The Executive Committee Officers shall be elected by and from among Board members. There shall be a President, Vice-President, Secretary and Treasurer. Officers may serve a minimum of 2 consecutive years with no more than 5 consecutive years.
- C. The Board of Directors operates the Neighborhood Council through managing and establishing affairs, and positions of the Neighborhood Council.
- D. Grievances must be submitted in writing to the Board of Directors. The Board of Directors shall then refer the matter to an ad hoc Grievance Committee comprised of 7 stakeholders. The Secretary shall schedule a meeting to meet with the grieved to resolve the matter. The Committee shall prepare a written report within 2 months to be forwarded to the Board of Directors, with recommendations to resolve the matter. The matter shall not be discussed until the next regular meeting. If grievance cannot be resolved, the dispute may be referred to DONE for further action.

West Hills NC

- A. Stakeholders are residents, owners and workers in any of the Home Owners Associations within the West Hills Neighborhood Council boundaries. In addition, stakeholders are officers, leaders, parents of minor students of any

institution or school within the Neighborhood Council boundaries, and officials and members of any fraternal or charitable organization located within the boundaries of Neighborhood Council

- B. The Board of Directors should be composed of Stakeholders. There shall be no less than 9 members and no more than 25 members in the Governing Board. Elections of Board of Directors are annually, and they must serve for a 2-year term. The Board of Directors shall meet bi-monthly. A President, Vice-President, a Treasurer, Controller and a Secretary shall be elected from the Board of Directors, and they shall serve a 2-year term, no more than 3 years.
- C. Board of Directors shall make decisions by majority of vote. The President shall execute the purpose of the West Hills Neighborhood Council.
- D. President is responsible for holding a vote regarding disbarment of any member who violates the Code of Ethics. Two-thirds majority vote of Board members is required to disbar a member officially.

Woodland Hills-Warner Center NC

- A. A Stakeholder is an individual who lives, works, owns a business or owns property, or otherwise identifies themselves as members of educational institutions, religious institutions, community organizations or other nonprofit organizations.
- B. The Governing Body shall be referred to as the Board of Directors and shall be comprised of 21 elected representatives. One representative shall be elected from the residential sector of each of the 7 designated areas; one representative shall be elected from the business sector of each of the 7 designated areas, and includes: A) anyone who owns a business, B) anyone who owns a business or residential or rental property, C) anyone who is employed by a business; one representative shall be elected from the at-large stakeholders from one of the 7 designated areas. Representatives shall serve for a 2-year term with no more than 8 consecutive years. Officers in the Board of Directors shall consist of a Chairperson, Vice-Chairperson, Treasurer, Secretary and Sergeant-at-arms, who are elected by the voting members of the Neighborhood Council through the majority of ballot vote. Chairperson and Vice-Chairperson shall serve no more than 2 consecutive one-year terms.
- C. The Board of Directors shall set the agenda and shall preside over all business of the Neighborhood Council.
- D. Grievances may be filed in writing to the Neighborhood Council or the Board of Directors. The Council shall resolve the complaint or take appropriate action. Council will arrange with petitioner for a review of the complaint. If complaint cannot be resolved, final resolution of the complaint shall be by

vote of the majority of the membership at a general or special meeting. Parties involved are encouraged to request mediation assistance from DONE.

North Valley Area

Arleta NC

- A. A Stakeholder is anyone who lives, works, or own a business or property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified by participation in educational institutions, religious institutions, community organizations, non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, neighborhood watch, police advisory board groups, and/or redevelopment action boards.
- B. The Governing Body shall be referred as the Board of Directors. The Board of Directors consists of 21 members elected by ballot by stakeholders. The Board shall be comprised as following: 5 elected home/condo owner representatives; 4 elected renter representatives; 2 elected retail business representatives; 1 elected industrial business representative; 2 elected community-based organization representative; 1 elected school representative; 1 elected faith-based organization representative; 1 elected parks representative; 2 elected At-Large representatives; 1 elected senior representative; 1 elected youth; and 1 appointed youth representative. The Board of Directors shall serve a 2-year term with no more than 8 consecutive years. Officers will consist of Chairperson, Vice-Chairperson, Secretary and Treasurer. Offices shall be members of the Board of Directors. (Term limitation is not stated in b-laws.)
- C. The Board of Directors shall conduct all business of the Neighborhood Council. The Decisions of the Board shall be considered as the decisions of the Neighborhood Council.
- D. All complaints must be submitted in writing and must be submitted to any Officer. The complaint must be acknowledged within 60 days from the day of submission. The complaint must be placed on the next agenda of the next Board of Director's regularly scheduled meeting. The grieved party must receive a written response from the Board of Directors within 30 days. If the

aggrieved is not satisfied with the results, she/ he may appeal the decision to DONE.

Chatsworth NC

- A. A Stakeholder is anyone who lives, works, owns property or boards any horses within the area of the Neighborhood Council.
- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors consists of 21 stakeholders elected through secret ballot. The Board elects by majority vote Officers to become of Chair, Vice-Chair, Secretary and Treasurer. A Pro-term Election Committee shall receive all nominations for Board candidates and shall also be in charge of the election process. The Board of Directors may serve for a 2-year staggered term. By-laws do not indicate term limits for the Board.
- C. Official action results in approval or disapproval of resolutions, positions or decisions taken by the Board by majority vote.
- D. Grievances must be submitted in writing to the Board of Directors. The Board shall refer the matter to an ad hoc Grievance Committee comprised of 3 stakeholders. The secretary will schedule a meeting for the Grievance Committee to meet with the grieved to discuss resolutions. The Grievance Committee will prepare a report that outlines proposed recommendations to be forwarded to the Board. The Board may not discuss any details of the matter until it is heard at the next regular Board meeting. If the grievance cannot be resolved, the matter may be referred to DONE.

Foothill Trails District NC

- A. A Stakeholder is anyone who lives, works, owns property, or has an interest in schools, religious community, recreational services, and/or charitable group representation.
- B. The Governing Board shall be referred to as the Board of Directors. The Board of Directors consists of 17 members: 12 elected District Representatives (2 members elected by stakeholders in each of the 6 districts), and 5 appointed members who are selected by district representatives to represent diverse interests of the Neighborhood Council. The Board of Directors may serve for a 2-year term for no more than 8 consecutive years. The Board from among its members elects officers, to become of President, Vice-President for Administration, Vice-President for Communication and Outreach, Treasurer and Secretary. Officers may serve for a 1-year term.
- C. The Board of Directors makes decisions by majority vote on matters that involve the Neighborhood Council.

- D. Any stakeholder may submit a written grievance to any member of the Board. The Executive Committee will review the grievance at a special or regularly scheduled Executive Committee meeting. The grievant will be notified no less than 4 days prior to the meeting. The Executive Committee shall resolve the grievance and take appropriate action, and shall advise the grievant of its determination.

Granada Hills North NC

- A. A Stakeholder is any individual who lives, works, or owns property within the boundaries of the Neighborhood Council. In addition, a stakeholder may be identified as anyone who participates in clubs, school associations, faith-based groups, or other constituencies that are within the boundaries of the Neighborhood Council.
- B. The Governing Board shall be referred to as the Board of Directors. The Board of Directors shall consist of 25 representatives from the following categories: 1 representative from district 1; 1 representative from district 2; 14 representatives from district 3; 1 neighborhood group representative; 1 education representative; 1 environmental representative; 1 faith-based representative; 1 parks representative; 1 resident association representative; 1 small business/ part-time worker representative; 1 student representative; and 1 youth group representative. Directors are elected by majority of vote. 13 Directors will serve a 3-year term and 12 Directors will serve a 2-year term, with no more than 8 consecutive years or 4 consecutive terms, whichever is less. The Board of Directors elects from among their members Officers, who serve as Chair, Vice-Chair, Community Information and Outreach Officer, Recording Officer, Correspondence Officer, Financial Officer, Treasurer and Election Officer. Officers shall serve for a 1-year term with no more than 4 consecutive terms.
- C. The Board of Directors makes recommendations, and adopts positions that concern the Neighborhood Council.
- D. Grievances may be submitted in writing to the Board of Directors. The Council shall schedule the item for consideration at the next meeting. If a Director wishes to change the vote, the Board will reconsider the issue. Grievances may be appealed to DONE.

North Hills West NC

- A. A Stakeholder is anyone who lives, works, owns property or operates a legal business within the boundaries of the Neighborhood Council.

- B. The Governing Body shall be referred to as the Board of Governors. The Board of Governors consists of 7 stakeholders. The Board is comprised of Chairman, Vice-Chairman, Treasurer and the Committee Chair of each 4 standing committees. The Secretary, although present at Board meetings, may not vote on council issues. (In the event that the number of attendees of any Board meeting reaches an even number, the Vice-Chair will refrain from voting). The Board of Governors may serve a 2-year term with no more than 8 consecutive years. The Board elects by majority vote Officers, who consist of Chair, Vice-Chair and Treasurer; the Board will appoint a Secretary.
- C. Official action occurs when the Board of Governors approves or disapproves by majority of vote any resolution, position or decisions regarding the Neighborhood Council.
- D. Grievances must be submitted in writing to the Board of Governors. The Board shall then refer the matter to an ad hoc Grievance Committee comprised of any odd number of stakeholders, a minimum of 5. The Secretary will coordinate a meeting for the Grievance Committee and the grieved in order to discuss possible solutions. The Grievance Committee will prepare a written report with recommendations to be forwarded by the Secretary to the Board. The matter may not be discussed among Board members until it is heard at the next regular Board meeting. If grievance cannot be resolved, the matter may be referred to DONE for consideration or dispute resolution.

Old Northridge NC

- A. Stakeholders are individuals who live, work, or own property, or some one who has an interest within the boundaries of ON.
- B. The Governing Board shall be referred to as the Kapuna which is composed of Officers and any Kuckenbaughn (president) of any standing committee. The Kapuna shall represent the majority Stakeholders in on NC. The Kapuna is selected at an annual meeting and shall serve for a one-year term with no more than 8 consecutive years. The Officers will consist of a Kuckenbaughn (president), Vice-Kuckenbaughn, Scrivener, and Bean Counter. A nomination committee and the floor nominate future candidates. Officers are elected by a majority of vote if there are 2 or fewer candidates, or a plurality vote if there are 3 or more candidates.
- C. The Kapuna shall be responsible for the management of the affairs of the ON NC. The Kuckenbaughn is responsible for NC operations and overseeing NC business.
- D. Any person or group may file a grievance. The Grievance committee shall have 7 days to respond, and resolve the complaint. If no agreement can be made, the members must vote at the annual or special meeting. ,If no

agreement can be reached, the Grievance committee could apply for mediation and resolution from DONE.

Pacoima NC

- A. A Stakeholder is anyone who lives, works or owns property in the recognized boundaries of the PNC.
- B. The Governing Board shall be referred to as the Board of Directors. It shall consist of 21 voting members: 2 appointed youth; 2 appointed seniors; 4 elected renters; 4 elected home/condo owners; 2 elected retail business representatives; 2 elected industrial representatives; 1 elected faith-based organization representative; 1 elected school organization representative; and 2 elected at-large stakeholders. The Board of Directors shall also consist of several non-voting members that shall include, but are not limited to: Public Works, Rec.-Parks, LAFD, LAPD, LADOT, CRA, CDD, LAHD, Planning, Building and Safety, and elected officials. The Board of Directors is elected every 2 years at the annual meeting, and Stakeholders vote for a candidate in the category in which they themselves are members. Elected members serve for a 4-year term, and appointed members serve for a 2-year term. No person may serve more than 8 consecutive years. The Board of Directors nominates and elects the Executive Committee that will serve for a 1-year term, which consists of a President, Vice-President, Secretary, and Treasurer.
- C. The Board of Directors is empowered to make decisions on behalf of PNC.
- D. Any person or group may file a grievance. The Grievance Committee shall have 10 working days to respond to the grievance, and attempt to resolve the complaint. If no agreement can be made, the Board of Directors must vote at the next regular or special meeting.

Porter Ranch NC

- A. A Stakeholder is any individual who lives, owns or rents property, or works within the geographic area of the PRNC
- B. The Governing Board will be referred to as the Board of Directors. The Board will be composed of eleven members. Ten seats will be At-large and one seat will be reserved for a youth representative. No single stakeholder group shall comprise a majority of the Board. Members will be elected at alternate intervals and will serve two-year terms. No Board member may serve more than eight consecutive years. An Executive Board consisting of a

President, Vice-President, Secretary and Treasurer will be elected through majority vote of the Board annually.

- C. The Board of Directors will be charged with governing the PRNC and carrying out its objectives.
- D. Any grievance must be submitted in writing to the Secretary of the Board. The matter will be referred to an ad-hoc grievance panel consisting of three people randomly selected by the Secretary from a list of interested Stakeholders. The panel will prepare a written report to be forwarded to the Board outlining their recommendations for resolution. Board members shall not discuss the matter until it is heard at the next regular meeting of the Board. If the grievance cannot be resolved through the above process, it may be referred to the Department of Neighborhood Empowerment for further action.

Sunland-Tujunga NC

- A. A Stakeholder is anyone who lives, works or owns property within the boundaries of the Neighborhood Council.
- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors consists of 16 representatives elected by secret ballot: 5 Executive Officers Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary and Treasurer; 5 Stakeholder Group Directors who are representatives elected at-large; 5 Geographical Representative Directors who are representatives elected by stakeholders from each district; and 1 appointed Parliamentarian. Officers and Directors may serve a 1-year term, and up to 2 consecutive terms with no more than 8 years. Parliamentarian may serve up to the discretion of the Board.
- C. The Board of Directors will establish policies and positions of the Neighborhood Council.
- D. Grievances must be submitted in writing to any member of the Executive Committee. A Grievance Committee will review the matter, and communicate the outcome to the grieved within 30 days of the initial submission. The recording secretary at the general meeting of the Neighborhood Council must announce submitted grievances. If the Board is required to vote on the matter, it should do so during the meeting. If the grievance cannot be resolved, the matter may be referred to DONE

Sun Valley Area NC

- A. A Stakeholder is anyone who lives, works, owns property or rents within SVANC boundaries.

- B. The Governing Board shall be referred to as the Board of Directors. The Board shall consist of no more than 31 members. There shall be 1 director representing youth; 2 directors representing seniors; 2 directors representing non-profit; 3 directors representing homeowners; 2 directors representing apartment or condo owners; 2 directors representing renters; 6 directors representing business members; 2 directors representing faith-based organizations; 3 directors representing common-based organizations; 3 directors representing educational institutions; and 5 At-large directors. Stakeholder groups elect the directors to that group, and the At-large representatives are elected through ballot. Directors shall serve a 2-year staggered term. The Executive Officers will be comprised of a President, First Vice-President, Second Vice-President, Secretary and Treasurer. The Board of Directors shall elect Officers, and Officers may not serve more than 2 consecutive terms in any one position, or more than 4 consecutive terms in any position.
- C. The Board of Directors shall manage the business and affairs of the SVANC. The President oversees all contracts and obligations of the SVANC.
- D. Grievances may be submitted in writing to the Board of Directors within 60 days from time of complaint. The Board of Directors will appoint an ad hoc committee of no less than 3 Directors to formulate recommendations for the Board of Directors. Recommendations shall be placed on the agenda of the next Board of Directors meeting for discussion and action. The grieved will be notified in writing of the meeting in which the grievance will be discussed. If grievance cannot be resolved, or if the grieved is not satisfied with decision, the decision may be appealed to DONE.

Sylmar NC

- A. A Stakeholder is anyone who lives, works, owns property, or attends school or a faith-based organization within the boundaries of the Neighborhood Council.
- B. The Governing Body shall be referred to as the Board of Directors. The Board of Directors consists of up to 25 elected representatives. There shall be 4 representatives from each quadrant (north quadrant, east quadrant, south quadrant and west quadrant), and several ex-officio representatives (1 representative from City Council, 1 representative from the Major's office, 1 representative from LAPD and 1 representative from the County Supervisor's office). The Board of Directors shall serve a 2-year staggered term with no more than 2 consecutive terms. The Board elects by majority of vote Officers, to fill the position of President, Vice-President and Treasurer. The Board of Directors will appoint the Secretary.
- C. The Board of Directors takes official action on any resolutions, positions or decisions by majority vote.

- D. Grievances must be submitted in writing to the Board of Directors. The Board will then refer the matter to an ad hoc Grievance Committee comprised of 7 stakeholders. The Secretary will coordinate a meeting for the Grievance Committee to meet with the grieved. The Grievance Committee will prepare a report outlining recommendations for resolution. The matter may not be discussed among Board members until it is heard at the next regular Board meeting. If the grievance cannot be resolved, the matter may be referred to DONE for consideration or dispute resolution.