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Please note that the Table of Contents cannot be altered in any manner.  
For sections that do not apply to the Neighborhood Council, e.g. internal boundaries,  
please state, “Not Applicable.”

For sections on which the Neighborhood Council chooses to be silent, e.g. removal,  
censure, please state, “Intentionally Left Blank.”

The Department of Neighborhood Empowerment highly recommends Neighborhood  
Councils address all the issues in the Bylaws Table of Contents in their bylaws with any  
necessary clarifications in standing rules.

**BYLAWS OF**  
**WEST HILLS NEIGHBORHOOD COUNCIL**  
**ARTICLE I**

**NAME**

The name of this Neighborhood Council shall be WEST HILLS NEIGHBORHOOD COUNCIL, and is organized under the aegis of the "Plan for a Citywide System of Neighborhood Councils, Approved May 30, 2001" and City of Los Angeles ordinance 174006.

**ARTICLE II (Formerly Article III)  
PURPOSE**

The principal purpose of the WEST HILLS NEIGHBORHOOD COUNCIL is to conduct meetings, disseminate information and otherwise take action with regard to the betterment and the intelligent and orderly planning and development of the community set forth within the area defined in Article II and to facilitate the delivery of City services and City government responses to the problems and requests of the Stakeholders within the area defined above.

**ARTICLE III (Formerly Article II)  
BOUNDARIES**

**Section 1: Boundary Description**

The boundaries of the WEST HILLS NEIGHBORHOOD COUNCIL shall be: starting at the centerline intersections of Topanga Canyon Boulevard and Nordhoff street, westward down the centerline of Nordhoff extended in a straight line to the city limits of the City of Los Angeles; thence southward, following the border of the City of Los Angeles to the centerline of Victory Boulevard; thence eastward down the centerline of Victory Boulevard to Shoup Avenue centerline; thence northward down the centerline of Shoup Avenue to the intersection of the centerline of Roscoe Boulevard; thence eastward down the centerline of Roscoe Boulevard to the centerline of Topanga Canyon Boulevard; then northward down the centerline of Topanga Canyon Boulevard to the centerline of Nordhoff Street.

**Section 2: Internal Boundaries**

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**ARTICLE IV  
STAKEHOLDER**

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1. Neighborhood Council membership is open to all eligible Community Stakeholders. Any stakeholder of 16 years of age or older shall be eligible to vote for the Board of Directors membership. Any Stakeholder of 18 years of age or older shall be eligible to sit on the Board of Directors. The Stakeholders of the WEST HILLS NEIGHBORHOOD COUNCIL shall be persons from the following equally standing classes:
  - 1) Membership is open to all Stakeholders
  - 2) “Stakeholders” shall be defined as those who live, work, or own property in the neighborhood and also to those who declare a stake in the neighborhood and affirm the factual basis for it.
  - 3) Any Stakeholder 16 years old or older shall be eligible to vote for Board of Directors membership.
  - 4) Any Stakeholder 18 years old or older shall be eligible to sit on the Board of Directors.
2. The election of members to the Board of Directors, defined in Article V, shall take place at an annual election to be held during the 4<sup>th</sup> quarter of the year, except as otherwise set forth in Article V, 1. h). Nominations will be officially open for a minimum period of 45 days preceding the election. Each nominee shall declare with which Stakeholder Class (Group), as defined by Article IV, 1. No Community Stakeholder Group shall comprise a majority of the Board of Directors.
3. The initial election after certification shall be at a place and time selected by the Interim Board of Directors. The Interim Board of Directors shall develop the procedures for nomination and election of candidates.

**ARTICLE V  
GOVERNING BOARD**

1. The business of the West Hills Neighborhood council shall be conducted by a Board of Directors. The BOARD of DIRECTORS shall be comprised of Stakeholders as defined in Article II, shall be an odd number no less than nine in number nor more than twenty-five in number. Each director shall hold office for a period of four years or until the Director successor is elected and

qualifies. The term of the directors shall be staggered such that approximately one half the directors shall be elected every two years at the Annual election. Any board member who has three or more unexcused absences, as determined by the President, or any six absences within a twelve month period running from election to election from the meetings set forth in ARTICLE VI shall be terminated from service on the Board until the next Annual election, at which time the member may be re-elected by the Stakeholders.

**Section 1: Composition**

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**Section 2: Quorum**

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**Section 3: Official Actions**

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**Section 4: Terms and Term Limits**

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**Section 5: Duties and Powers  
(Formerly Article XI )**

The Board of Directors shall perform their duties in accordance with the following standards:

1. West Hills Neighborhood Council Board members shall obey all federal, state and local laws pertaining to the conduct of Council business. Unpardoned violators of any felonious criminal law shall be disqualified from serving on the Board of Directors.
2. The West Hills Neighborhood Council is committed to open and vigorous debate; however, disorderly conduct will be handled in accordance with the law, including the Ralph M. Brown Act.

3. The acceptance of any bribe or gratuity in return for a specific vote or action by any Board member shall result in that member's disqualification from further service on the Board.

**Section 6: Vacancies**

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**Section 7: Absences**

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**Section 8: Censure**

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**Section 9: Removal  
(Formerly Article XI)**

1. Removal by the Board: Removal is a grave matter but may be considered for the following:
  - a) Misappropriation of Neighborhood Council funds.
  - b) Buying or selling votes in Board Member elections.
  - c) Making or soliciting bribes for votes on particular issues.
  - d) No longer a Stakeholder.

1) Motion shall be placed on the agenda of the next regular meeting. The motion must: a) identify the Board Member to be removed; and b) describe in detail the reasons for the removal. A 2/3 vote of the full Board is necessary to remove.

2) The Board member shall be given a minimum of fifteen (15) days prior notice of the proposed removal and the reason for the proposed removal. Notices shall be given by any method calculated to provide actual notice. Any notice given by mail shall be sent by certified mail

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to the Board member's last known address on file with the council.

3) The Board member who is in subject of the removal action will be allowed to speak to the Board, at the meeting prior to the vote, but shall not take part in the vote on this matter.

4) If the vote for removal is affirmative, then the position shall be determined vacant.

### **Section 10: Resignation**

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### **Section 11: Community Outreach**

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## **ARTICLE VI OFFICERS**

### **Section 1: Officers of the Board (Formerly Article V)**

1. The Board of Directors shall have the following volunteer officers to be elected by the Board of Directors:
  - 1) A PRESIDENT who shall serve for a term of two years and shall not serve more than three terms consecutively. The duties of the President are:
    - a) Shall be responsible for interfacing and negotiating with the organizations of the City of Los Angeles, developers and Chamber of Commerce in executing the purpose of the WEST HILLS NEIGHBORHOOD COUNCIL,
    - b) Shall present an annual budget to the responsible City of Los Angeles Agency;
    - c) Shall appoint committees and chairpersons to assist in executing the purpose of the WEST HILLS NEIGHBORHOOD COUNCIL,

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d) Shall chair all the meetings of the WEST HILLS NEIGHBORHOOD COUNCIL,

e) Shall develop and have published an agenda for each meeting of the Board of Directors and the annual meeting as set forth in Article VI,

f) Shall be responsible for executing any legal requirements set forth by the Department of Neighborhood Empowerment of the city of Los Angeles.

g) Shall be responsible for holding a vote on disbarment of any member who violates the Code of Ethics, a two-thirds majority of Board members being required to disbar.

h) May fill, with majority approval of the Board of Directors, vacancies on the Board of Directors up to the maximum of twenty-five members. Any appointed director shall stand for election in the Triad Group to which he/she was appointed at the next election.

2) A VICE PRESIDENT who shall serve for a term of two years and shall not serve in this position for more than three terms consecutively. The duties of the Vice President are:

a) Shall act in the place of the President whenever the President is absent or is suffering from prolonged illness, and

b) Shall carry out any legal assignment by the President.

3) The West Hills Neighborhood Council may also alternatively operate with a joint officer relationship in the role of president. This relationship would be identified as "CO-CHAIRPERSONS" and would perform the duties described under ARTICLE V, 2, 1) (President) and ARTICLE V, 2 2) (Vice President) above.

a. A motion for this option may be submitted to the Board by a President upon election to office. A 2/3 majority vote of the Board members is required for approval of the motion.

b. A motion to rescind the Co-Chairpersons relationship may be

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submitted to the Board by any Board member. A 2/3 majority vote of the Board members is required for approval of the motion.

5) A TREASURER who shall serve for a term of two years and shall not serve more than three terms consecutively. The duties of the Treasurer are:

a) Shall receive and disburse funds from the WEST HILL NEIGHBORHOOD COUNCIL treasury,

b) Shall maintain records showing the origin and purpose of each receipt of monies and, for each expenditure thereof, the person or activity to which funds are provided,

c) Shall assemble the budgetary requirements of each committee and officer and present to the President for his submission as required in Article V 1) b) of these bylaws.

6) A CONTROLLER who shall serve for a term of two years and shall not serve more than three terms consecutively. The duties of the Controller are:

a) Shall approve, in writing, the expenditure of any funds in excess of \$100,

b) Shall maintain an inventory of all assets and properties of the West Hills Neighborhood Council, and

c) Shall distribute to the City any property, assets and obligations as set forth in Article IX.

7) A SECRETARY who shall serve for a term of two years and shall not serve more than three terms consecutively. The duties of the Secretary are:

a) Shall keep and publish the minutes of all West Hills Neighborhood Council meetings as set forth in Article VI,

b) Shall organize and maintain the correspondence files of the West Hills Neighborhood Council,

c) Shall prepare such correspondence as directed by the President, Vice

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President, Treasurer or Controller,

d) Shall perform such other duties as the President may legally assign from time to time, and

e) Shall mail and receive all correspondence of the West Hills Neighborhood Council.

**Section 2: Duties and Powers  
(Formerly Article VI)**

The WEST HILLS NEIGHBORHOOD COUNCIL BOARD OF DIRECTORS is empowered to make decisions on behalf of West Hills Neighborhood Council. A majority vote of Board members present shall be sufficient to take official action, provided a quorum has been met during the meeting. Reconsideration of a vote shall be by approval of a Board member's motion to do so. The Board shall meet least every two months at a time and place within the boundaries set forth in Article II as may be decided by the Board. The meetings shall be conducted within the requirements of the Ralph M. Brown Act.

1. The President may from time to time call an ad hoc meeting to consider emergency actions as permitted by the Ralph M. Brown Act, and that such meetings will be conducted within the requirements of that Act.
2. The Board of Directors shall set the time and place for an annual meeting of all Stakeholders at which Stakeholders may elect addition members of the Board of Directors subject to the limitation of numbers set forth in Article V.
3. The President shall develop an agenda for each scheduled or ad hoc meeting and provide to the Secretary in sufficient time to be published within the time requirements of the Ralph M. Brown Act. Each agenda shall provide for the presentation of grievances by any Stakeholder or group of Stakeholders. A Stakeholder may appeal the decision on the grievance by the Board of Directors to the Department of Neighborhood Empowerment, or its successor.
4. A quorum for each meeting defined above shall consist of a majority of the Board members and must include at least one officer as defined in ARTICLE V B.
5. All financial transactions will be in accordance with the WEST HILLS

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NEIGHBORHOOD COUNCIL SYSTEM OF FINANCIAL RESPONSIBILITY, Attachment A.

**Section 3: Selection of Officers**

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**Section 4: Officer Terms**

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**ARTICLE VII  
COMMITTEES AND THEIR DUTIES**

1. The WEST HILLS NEIGHBORHOOD COUNCIL shall have committees including, but not limited to:
  - 1) STREETS AND TRANSPORTATION that shall interface with and negotiate with the City of Los Angeles, businesses and developers on matters concerning the sidewalks, streets and traffic control measures and devices within the boundaries as set forth in Article II.
  - 2) YOUTH AND EDUCATION that shall interface with and negotiate with the LAUSD, the City of Los Angeles, businesses and developers on matters concerning the education, recreation and general welfare of the youth who reside in or use the facilities located within the boundaries set forth in Article II.
  - 3) ZONING AND PLANNING that shall interface with and negotiate with developers, the City of Los Angeles Planning Department and the Planning and Land Use Management Committee of the Los Angeles City Council.
  - 4) CHAMBER OF COMMERCE that shall interface with and negotiate with the Chamber of Commerce on matters relating to commerce except as assigned to other committees listed above.
  - 5) PUBLIC SAFETY that shall interface with the Los Angeles Police Department, the Los Angeles Fire Department, and hospitals on matters

relating to the health and safety of the Stakeholders.

6) COMMUNICATIONS that shall be responsible for an out-reach program, which includes publication of a “newsletter”, to keep Stakeholders aware of West Hills Neighborhood Council activities, and promote Stakeholder participation; and shall provide the interface with other Information Technology Organizations of the City.

**Section 1: Standing**

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**Section 2: Ad Hoc**

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**Section 3: Committee Creation and Authorization**

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**ARTICLE VIII  
MEETINGS**

**Section 1: Meeting Time and Place**

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**Section 2: Agenda Setting**

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**Section 3: Notifications/Postings**

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**Section 4: Reconsideration**

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**ARTICLE IX (Formerly Article VIII)  
FINANCES**

The properties and assets of the WEST HILLS NEIGHBORHOOD COUNCIL are irrevocably dedicated to the fulfillment of the objectives and purposes set forth in Article III hereof. No part of the net earnings, properties, or assets of this Council, on dissolution or otherwise, shall inure to the exclusive benefit of any private person of individual, or any member, director or chairperson except in the fulfillment of said objectives and purposes. On liquidation or dissolution, all properties, assets or obligations of the City held by the Council shall be distributed to the City of Los Angeles in accordance with the directives of the City of Los Angeles Department of Neighborhood Empowerment.

**Article X (Formerly VIII Board of Directors Election 2008 Amendment)  
ELECTIONS**

1. Elections shall be every two years in even numbered years administered by the City Clerk starting in June 2010.
2. Term limits of some Board members may have to be extended or limited to coincide with the new election date.
3. The first election in 2010 will be divided into 12 four-year terms and 13 two-year terms. Thereafter, beginning 2012 all expiring board seats will be for 4-year terms.
  - a. Each candidate shall select a term to pursue.
  - b. The winners shall be declared by plurality vote.
  - c. Ties may be broken by coin toss

**Section 1: Administration of Election**

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**Section 2: Governing Board Structure and Voting**

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**Section 3: Minimum Voting Age**

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**Section 4: Method of Verifying Stakeholder Status**

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**Section 5: Restrictions on Candidates Running for Multiple Seats**

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**Section 6: Other Election Related Language**

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**ARTICLE XI  
GRIEVANCE PROCESS**

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**ARTICLE XII  
PARLIAMENTARY AUTHORITY**

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**ARTICLE XIII (Formerly Article IX)  
AMENDMENTS**

1. Nothing in these bylaws shall be construed so as to prevent any Stakeholder of the right to petition the government as set forth in Amendment I of the Constitution of the United States of America.
2. These bylaws may be amended as needed by an affirmative vote of a majority of the attendees at the annual Stakeholders meeting or at a specially set

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meeting for that purpose and subsequent approval by the Los Angeles Department of Neighborhood Councils.

**ARTICLE XIV (Formerly Article X)  
COMPLIANCE**

The Board of Directors shall encourage all Stakeholders of West Hills to participate in all of the activities of the West Hills Neighborhood Council, and shall not discriminate in any of their policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.

**Section 1: Code of Civility**

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**Section 2: Training**

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**Section 3: Self Assessment**

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**ATTACHMENT A – Map of Neighborhood Council**

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**ATTACHMENT B - Governing Board Structure and Voting**

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