

NEIGHBORHOOD COUNCIL APPLICATION TO CHANGE OR ADJUST BYLAWS  
NEIGHBORHOOD COUNCIL NAME \_\_\_\_\_ West Hills Neighborhood Council \_\_\_\_\_

IMPORTANT

THIS "APPLICATION TO CHANGE OR ADJUST BYLAWS" OF A CERTIFIED NEIGHBORHOOD COUNCIL IS BASED ON ARTICLE V. SECTION 3 OF THE "PLAN FOR A CITYWIDE SYSTEM OF NEIGHBORHOOD COUNCILS" ("THE PLAN"). IT IS STRONGLY RECOMMENDED THAT YOU REVIEW THESE DOCUMENTS BEFORE COMPLETING THIS APPLICATION. COPIES OF THESE DOCUMENTS ARE AVAILABLE FROM THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT. IF YOU WOULD LIKE ASSISTANCE OR IF YOU HAVE QUESTIONS ABOUT COMPLETING THE APPLICATION PACKAGE, CONTACT YOUR PROJECT COORDINATOR IN THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT AT (213) 485-1360, OR TOLL FREE AT 3-1-1.

**APPLICATION REQUIREMENTS:**

The bylaws of the Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. The Neighborhood Council bylaws shall include, at a minimum, the information required by Ordinance and the Plan and described in the original Certification Application Guidelines and Instructions, including applicable laws and ethical standards.

- Attach to this application a copy of the ORIGINAL bylaws of the CERTIFIED Neighborhood Council, and if applicable, ratified by the Neighborhood Council governing body. Only those bylaws certified by the Board of Neighborhood Commissioners or those that have been subsequently amended and approved by the Department of Neighborhood Empowerment will be accepted.
- Attach to this application the complete set of REVISED bylaws of the CERTIFIED Neighborhood Council. The revised bylaws must meet the minimum requirements as set forth in the Plan and Ordinance for Neighborhood Councils.
- Attach to this application the Board meeting agenda(s) at which the requested changes were discussed and voted upon, and the minutes or Board resolution from your Neighborhood Council approving the bylaw changes/amendments pending DONE approval. If a resolution is submitted, it should contain the requested changes, the Board members present, the outcome of the vote. These documents should indicate that you have complied with your Neighborhood Council internal processes for changing/amending the bylaws.

**APPLICATION QUESTIONS:**

1. Please provide the name, title, and contact information of the person(s) with whom the Department of Neighborhood Empowerment may discuss the bylaw revisions.

____ Ed Youngblood, Co-Chairman, 818-878-4797, <a href="mailto:eyoungblood@sbcglobal.net">eyoungblood@sbcglobal.net</a> _____
Name/Title <span style="float: right;">Contact information</span>
____ Steve Lenske Co-Chairman, 818-716-1444, <a href="mailto:slenske@aol.com">slenske@aol.com</a> _____
Name/Title <span style="float: right;">Contact Information</span>
____ Edwin Dockus, ByLaw Committee Chair, 818-703-7262, <a href="mailto:edockus@earthlink.net">edockus@earthlink.net</a> _____
Name/Title <span style="float: right;">Contact Information</span>

2. Please provide the Article(s), Section(s) and Subsection(s) for which change or amendment is being requested.

\_\_\_\_ Article IV Section 2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please provide the original language and the corresponding change/amendment. Attach additional pages if necessary.

ORIGINAL LANGUAGE: (NUMBER \_\_1\_\_\_\_)

IV, 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). No Community Stakeholder Group shall comprise a majority of the Board of Directors. There will be a separate Nominations Meeting. Nomination for membership in the Board of Directors shall be by nomination and seconding from the floor by Stakeholders. Each nominee shall declare with which Stakeholder Class (Group), as defined by Article IV, he or she would be associated to assure that no Class (group) shall constitute a majority.

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AMENDED LANGUAGE: (NUMBER \_\_1\_\_)

IV, 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.

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a) Please indicate WHY the Neighborhood Council wants to make the bylaw change/amendment:

- The nomination process is not at a single meeting, but open for a minimum period of 45 days.
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b) Please indicate HOW the proposed change or amendment to the bylaws complies with the Los Angeles City Charter Article IX, Ordinance No. 174006 and the Plan for a Citywide System of Neighborhood Councils:

- Change requested by DONE and IEAs
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Check the box if additional pages are attached and indicate in the space provided the number of pages.  
(No. of pages \_\_\_\_\_)

4. Please provide the name, title and signature of the person(s) authorized by the Neighborhood Council to request a bylaw change or amendment.

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Name/Title

Signature

Date

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Name/Title

Signature

Date

## COMPLETED APPLICATION CHECKLIST

Before submitting the Application to Change or Adjust Bylaws, please ensure that all of the following items have been completed and included with the petition materials:

- Complete set of the original bylaws as certified by the Board of Neighborhood Commissioners or your current operating bylaws that have been amended and approved by DONE.
  - Complete set of the revised bylaws.
  - Governing board meeting agenda(s) and minutes or resolution, approving the changes to the bylaws pending DONE approval.
1. Name of the Neighborhood Council at the time of Certification.
  2. Name and contact information of the person(s).
  3. The Article(s), Section(s), and/or Subsection(s) for which change/amendment is being requested.
  4. The original and changed/amended language of EACH proposed change to the bylaws.
  5. Why you want to change/amend the bylaws.
  6. How each proposed change complies with the Charter, Ordinance and Plan.
  7. Signature of the person(s) authorized to request by-law changes/amendments.

PLEASE RETURN THE COMPLETED APPLICATION MATERIALS, INCLUDING THIS PAGE, TO:

City of Los Angeles  
Department of Neighborhood Empowerment, Field Division  
334-B East Second Street  
Los Angeles, California 90012  
(213) 485-1360  
Toll Free 3-1-1

## THANK YOU

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**FOR OFFICE USE ONLY (Please DO NOT write below this line.)**

Date of Receipt \_\_\_\_\_

Date Response Required (please provide a minimum of 10 business days after date of receipt)

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The change/amendment number(s) \_\_\_\_\_ is/are **APPROVED** under Article VI, section 3(b) of the Plan.

The change/amendment number(s) \_\_\_\_\_ is/are **INCONSISTENT** with the principles governing a Certified Neighborhood Council's purposes or operations under Article VI, Section 3(c) of the Plan.

Date/Location of the Board of Neighborhood Commissioners hearing: \_\_\_\_\_

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If the **APPLICATION IS INCOMPLETE**, please indicate the reasons for that determination below.

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Completed By:

\_\_\_\_\_  
DONE STAFF REVIEWER

\_\_\_\_\_  
DATE

### ADDITIONAL PAGES

3. Please provide the original language and the corresponding change/amendment. Please photocopy for additional sheets, if necessary. **Please attach this and other additional pages to your application after Page 2.**

N/A

(Revised 4/7/06)

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