

THE GREATER VALLEY GLEN COUNCIL BYLAWS

April 6, 2009

Deleted: March 3, 2008

- Article I: Name
- Article II: Boundaries
- Article III: Community Stakeholder
- Article IV: Objectives and Policies
- Article V: The Board
- Article VI: Officers
- Article VII: Financial Accountability
- Article VIII: Bylaw Amendments & Motions for Reconsideration
- Article IX: Grievance Procedure
- Article X: Elections

ARTICLE I: NAME

1. The name of the organization shall be “The Greater Valley Glen Council” (GVGC).

ARTICLE II: BOUNDARIES

1. The Council’s geographic area shall be all of Valley Glen and surrounding areas as described herein. On the west, Hazeltine Avenue from Burbank Boulevard to Vanowen Street. At Vanowen Street, the boundary runs east to Woodman Avenue, then North to Sherman Way. At Sherman Way, the boundary runs east to the Tujunga Wash, then south along the Tujunga Wash to Vanowen Street. At Vanowen Street, the boundary runs east to Hollywood Freeway. The boundary then runs south along the Hollywood Freeway (170) to Burbank Blvd. At Burbank Boulevard, the boundary runs west to Hazeltine Avenue. The area will be divided into six sub-districts (hereinafter referred to as “districts”). The district boundaries were determined according to major streets and roughly equal landmass population. By using major streets as district boundaries, this offers easy reference to Community Stakeholders to determine their district.

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2. The area boundaries are as follows:

District 1: North of Oxnard Street to Vanowen Street. East of Hazeltine Avenue to Woodman Avenue.

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District 2: North of Victory Boulevard to Sherman Way. East of Woodman Avenue to the Tujunga Wash.

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District 3: North of Victory Boulevard to Vanowen Street. East of the Tujunga Wash to the Hollywood Freeway (170).

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District 4: North of Burbank Boulevard to Oxnard Street. At Woodman Avenue, North to Victory Boulevard. East of Hazeltine Avenue to Fulton Avenue.

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District 5: North of Oxnard Street to Victory Boulevard. East of Fulton Avenue to Whitsett Avenue. At Whitsett Avenue, North of Erwin Street to Victory Boulevard and East to the Hollywood Freeway (170).

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District 6: North of Burbank Boulevard to Oxnard Street. At Whitsett Avenue, North of Burbank Boulevard to Erwin Street. East from Coldwater Canyon Boulevard to the Hollywood Freeway (170).

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(See map attached as Exhibit A)

ARTICLE III: COMMUNITY STAKEHOLDER

1. The Greater Valley Glen Council is open to all Community Stakeholders. A Community Stakeholder is anyone who lives, works, or owns property in the Greater Valley Glen Council area. In addition, Community Stakeholders include those who participate in schools, religious institutions, and community organization and any individual who declares a stake in the neighborhood and affirms the factual basis for it.

ARTICLE IV: OBJECTIVES & POLICIES

1. The Council shall seek to enhance the economic vitality and quality of life of the community, to preserve and enhance its character, and prevent its deterioration.

2. Methods to achieve objectives:

- a. Identify issues affecting the community, gather information concerning these issues and serve as a forum for the discussion of such issues.
- b. Strive to reach general agreement among the Community Stakeholders concerning the community's issues and priorities.

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Any person who lives within the GVGC boundaries, and owns and occupies their place of residence whether single or multi family.

- b. Resident Occupants –
1 Board Member from each of the Districts 1-6
Elected Self-nominations

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Definition: Resident Occupants:

Any person who lives within the GVGC boundaries who either rents, leases or owns their place of residence whether single or multi family.

- c. Merchants/Businesspersons
4 Board Members At-Large
Elected Self-nominations

Definition: Merchant/Business Representatives:

Owner/employee or Owner's representative of retail, wholesale, industrial or service business located within the community grid area on commercially zoned property.

- d. Commercial Property Owners:
2 Board Members At-Large
Elected Self-nominations

Definition: Commercial Property Owner:

Owner/owner's representative of income property within the Council area used for residential rental (including single family residence used exclusively as income producing property or multi-family housing), retail stores, offices, service businesses, industrial facilities or any other recognized commercial use provided that the owner does not reside on the property.

- e. Schools:
1 Board Member At-Large
Elected by Caucus

Definition: Any educational institution licensed by the State of California that serves the Greater Valley Glen Council area. The educational institution to select their representative.

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- f. Religious Institutions -

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1 Board Member At-Large
Elected by Caucus

Definition: Any religious institution recognized as such by the IRS, ~~that serves~~ the Greater Valley Glen Council area. The religious institution to select their representative.

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g. Youth -
1 Board Member At-Large
Selected bi-annually Appointed by President, subject to Board confirmation

Definition: Youth, age 16-19, who lives, works, owns property or attends school within the Council area.

h. ~~At Large~~ Community Stakeholder
2 Board Members At-large
Elected Self-nominations

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Definition: ~~At Large~~ Community Stakeholder
Any Community Stakeholder including, but not limited to, the homeless, owners of, or workers in home based businesses and any individual who declares a stake in the neighborhood and affirms the factual basis for it.

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i. Community Organizations
Only organizations that do not qualify under the categories of Schools or Religious Institutions are eligible. Each organization shall select their representative.

2 Board Members At-large
Elected by Caucus

Definition: Community Organizations:
For the purposes of selecting one of their members as a Board Member candidate, a community organization must meet all of the following criteria:

1. Be classified as a non-profit tax-exempt organization as defined in IRS Code 501(c) or otherwise qualify as a non-profit organization under California law. Non-profit organizations based solely on homeownership are excluded from eligibility in this category.

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2. The organization maintains its principal office or headquarters within the area served by the Council or a majority of the Organization's activities and meetings occur within the area served by the Council,

or a majority of the persons affiliated with the organization are Community Stakeholders of the Greater Valley Glen Council.

2. The Board shall be governed by the following rules:

- a. All Board Members shall serve a term of two years beginning with the election of 2008. Board Members elected to their seats in the 2007 election, or appointed to seats which were subject to the election in the 2007 election, shall have their terms extended to the 2010 election.
- b. The term for the Youth Board seat may be completed past the age of 19
- c. Any Board Member under the age of 18 is ineligible to vote on monetary issues coming before the Board..
- d. The President may nominate a stakeholder to any vacancy provided that such nomination be confirmed by a majority vote of the Board. Appointed Board Members shall meet the same eligibility requirements that apply to the position they would fill, as are required of elected Board Members.
- e. If the Board is unable to fill a vacancy, the process for filling the vacancy will continue with each regular meeting thereafter until the time such vacancy is filled.
- f. No Board Member shall serve on the Board for more than four consecutive full two year terms without being off the Board for at least two years.
- g. The seat of any Board Member who fails to attend three (3) regular Board meetings in any six (6) month period shall be deemed forfeited and vacated and shall be notified in writing of their

removal from the board, effective immediately.

- h. No Board Member shall utilize the city seal for his/her personal use or in communications by individuals expressing personal opinions. The purpose of the seal is to indicate that official city business is being conducted and any other use is only permissible with prior permission from the City Clerk or the administration of the Department of Neighborhood Empowerment (DONE).
- i. The powers of the Board shall be those usually consistent with the operation of an organization including, but not limited to; management of fiscal affairs, the deliberation of issues and establishment of the Greater Valley Glen Council's position on issues relevant to its Community Stakeholders through communication with the membership, the dissemination and implementation of such positions, and evaluations of persons employed by the Greater Valley Glen Council.

4. Restrictions and Ethics:

- a. All Board Members will comply with the City's Ethics provisions and abide by all applicable laws of the local, state and federal government.
- b. No elected government official may serve as Board Members.
- c. All Board Members must comply with the Bylaws of the Council.
- d. No Board Members will be permitted to vote by proxy.
- e. Board Members shall comply with the Ralph M. Brown Act as required by law.
- f. All Board Members will comply with the financial disclosure required by the City of Los Angeles.

5. Resignation & Removal:

- a. Any Board Member may resign at any time by delivering a written resignation to the President or Secretary of the Board or

by verbal resignation at a Board meeting and reflected in the minutes. Said resignation shall be effective as of the date of receipt or verbal announcement.

- b. Any Board Member holding one of the four Officer positions or the chairperson of a committee may resign their position at any time by delivering a written resignation to the President or Secretary of the Board or by verbal resignation at a Board meeting and reflected in the minutes. The resignation shall be effective as of the date of receipt or verbal announcement and shall not constitute resignation as a Board Member.
- c. Any Board Member who becomes ineligible for the following reasons shall have their seat automatically vacated: Board Member elected to public office or who no longer meets the definition of a Community Stakeholder in the category they represent (including but not limited to a resident/homeowner Board Member who moves out of the Greater Valley Glen Council area they represent).
- d. A Board Member may be removed by the submission of a written petition that (1) Names the Board Member to be removed (2) describes in detail the reason for removal and (3) includes the signature of 75 Community Stakeholders within their category and/or area as it may apply. The Secretary shall then have the matter placed on the agenda for a vote of the Board Members at the next regular meeting of the Board. A vote of No Confidence by two-thirds of the Board Members shall be necessary to remove the Board Member forthwith. The Board Member that is the subject of the removal shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board Members prior to the vote. If a quorum of Board Members is not present to take the vote on removal, the matter shall be placed on the agenda for the next regular meeting, and every meeting thereafter, until such time as a vote is taken.

6. Meetings:

- a. The Board will meet monthly. The meetings will be held on the first Monday of the month except when a holiday interferes. The Board shall have the right to declare a recess of any Board

meeting for any specified month.

- b. The Board can be called into Special Session with proper notice (a minimum of 24 hours) by the President or Vice President or by a quorum of the Board.

- c. Rosenberg's Rules of Order shall decide all question of normal order not otherwise provided for by the Greater Valley Glen Council Bylaws.

Deleted: Robert's Rules of Order Revised

- d. A quorum for the transaction of business at any meeting of the Board shall consist of thirteen Board Members. An Official Action may be taken by majority vote of those Board Members present.

- 1. The Presiding Officer may vote on all motions and actions.
- 2. A majority is determined only by affirmative and negative votes.

- e. All items for the agenda must be submitted to the President or the President's designee (by Community Stakeholders and/or Board Members) a minimum of 120 hours in advance of any meeting concerning the Greater Valley Glen Council. The President or the President's designee will post the agenda or will cause, the agenda to be posted 72 hours in advance of all meetings in compliance with the Ralph M. Brown Act.

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- f. All meetings will be conducted in accordance with the Brown Act.

7. Committees:

- a. The President shall establish, dissolve and appoint committees as deemed appropriate and necessary to facilitate and further the intent of the Greater Valley Glen Council and each such action shall be confirmed by a majority vote of the Board. Each committee will include at least one Board Member.
- b. The President shall have the sole authority to establish a

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temporary ad-hoc committee.

- c. All committee work must be reported to the Board and the Board can take no action without a vote. If a motion fails in committee, it cannot be considered by the Board.

- d. ~~The President shall nominate committee chairpersons, and each nominee shall be confirmed by a majority vote of the Board. A Committee Chairperson may be removed by a majority vote of the Board.~~

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- ~~e. The President shall appoint all committee members.~~

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ARTICLE VI: OFFICERS

1. The Greater Valley Glen Council consists of the following four Officers:

- a. The PRESIDENT shall be the Chief Administrator and Executive Officer of the Greater Valley Glen Council. The President shall preside over all meetings of the Greater Valley Glen Council.
- b. The VICE PRESIDENT shall, in the absence of the President, function as the presiding Officer and shall carry out the duties and responsibilities of the President.
- c. The SECRETARY shall be responsible for the minutes of all meetings of the Officers, the Board Members, and the general membership, and for all notices issued by and for the Greater Valley Glen Council.
- d. The TREASURER shall be responsible for verification and review of all council funds, accounts of receipts and disbursements belonging to the Greater Valley Glen Council, written monthly financial report to be made available to the public at the monthly meetings.

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2. Election of Officers:

- a. The Board Members shall elect Officers from among their

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members at the first regular meeting of the Board following the election. Officers shall be elected by a majority vote. Officers may be removed from their elected office by a 2/3 vote of the Board.

- b. The term of an Officer shall be for the term of the Board.
- c. An Officer may hold the same office for a maximum of two consecutive terms. After an interval of two years, the board member shall be eligible to seek the same office again.

ARTICLE VII: FINANCIAL ACCOUNTABILITY

The Greater Valley Glen Council shall keep a book of accounts according to generally accepted accounting principles and in compliance with Department of Neighborhood Empowerment (DONE) guidelines.

ARTICLE VIII: BYLAW AMENDMENTS & MOTIONS FOR RECONSIDERATION

1. These Bylaws may be amended by a two-thirds vote of the Board or by a majority vote of 75 Community Stakeholders present at any meeting, with prior notice, as long as appropriate notice of the agenda has been given. Thereafter, any adjustment or amendment shall be submitted to the Department of Neighborhood Empowerment for review and approval by the Department in accordance with Article V § 3 of the *“Plan For A Citywide System of Neighborhood Councils.”*

2. Reconsideration. The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board shall (1) make a motion for reconsideration and if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A motion for reconsideration on the described matter and (2) a (proposed) action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board Member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The memorandum must be submitted to the Secretary or President a minimum of 96 hours

prior to the meeting at which the Board Member wants the matter to be heard. The aforementioned shall all be in compliance with the Brown Act.

3. Any action to rescind a Board action shall be subject to the same procedure as required for Reconsideration as outlined immediately above, ARTICLE VIII, Section 2. The Board is not prohibited from taking any action superseding a prior action of the Board.

ARTICLE IX: GRIEVANCE PROCEDURE

A written complaint regarding the Greater Valley Glen Council shall be submitted to the Board. The Board will then refer the matter to an ad hoc grievance panel comprised of 5 Community Stakeholders randomly selected by the Council Secretary from a list of Community Stakeholders who have expressed an interest in serving on such a panel. The Secretary will coordinate a time and place for the panel to meet with the person(s) submitting a grievance and to discuss dispute resolution. Thereafter, a panel member shall prepare a written report within two (2) months to be forwarded by the Secretary to the Board outlining the panel's recommendations for the resolving the grievance. The matter shall be heard at the next regular meeting of the Board pursuant to the Brown Act.

The formal grievance process shall address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws, or its failure to comply with the Plan, local ordinances and/or State and federal law. Any grievance filed that addresses other matters shall be summarily dismissed and any grievance filed that also includes other matters shall be dismissed as to the other matters. The President shall make these determinations except in the case that the President is the subject of the grievance and then the Vice President shall make such determinations.

If the grievance cannot be resolved through the grievance process then the complainant has the right to appeal to the Department of Neighborhood Empowerment (*Per Article 6 § 4 of the Plan For A Citywide System of Neighborhood Councils*).

ARTICLE X : ELECTIONS

1. Regular Elections

- a. Regular elections of Board Members shall occur ~~between March and June in even numbered years as determined by~~ the City Clerk.

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- b. The Board's authority shall expire upon certification of a newly elected Board by the City of Los Angeles.

- c. The newly elected Board shall be seated at the first regular meeting after certification and the outgoing President shall preside until the election of a new President who shall then chair the remainder of the meeting. No other business may come before the Board until after the election of Officers.

- d. The Board may establish an Election Committee to provide assistance to the City Clerk in preparing for and conducting the bi-annual elections of the Board.

2. Eligibility

- a. Only Community Stakeholders of the Greater Valley Glen Council over the age of sixteen are eligible to vote and/or be on the Board.

- b. There shall be no proxy votes. Any and all forms appointing or designating a representative or employee shall be fully completed by the person making the appointment or designation at the time that said person signs the form making the designation or appointment. This requirement shall apply specifically to Merchants/Business Representatives and Commercial Property Owners as provided for in ARTICLE V, Sections 1.c and 1.d of these Bylaws.

GVGC By-Laws

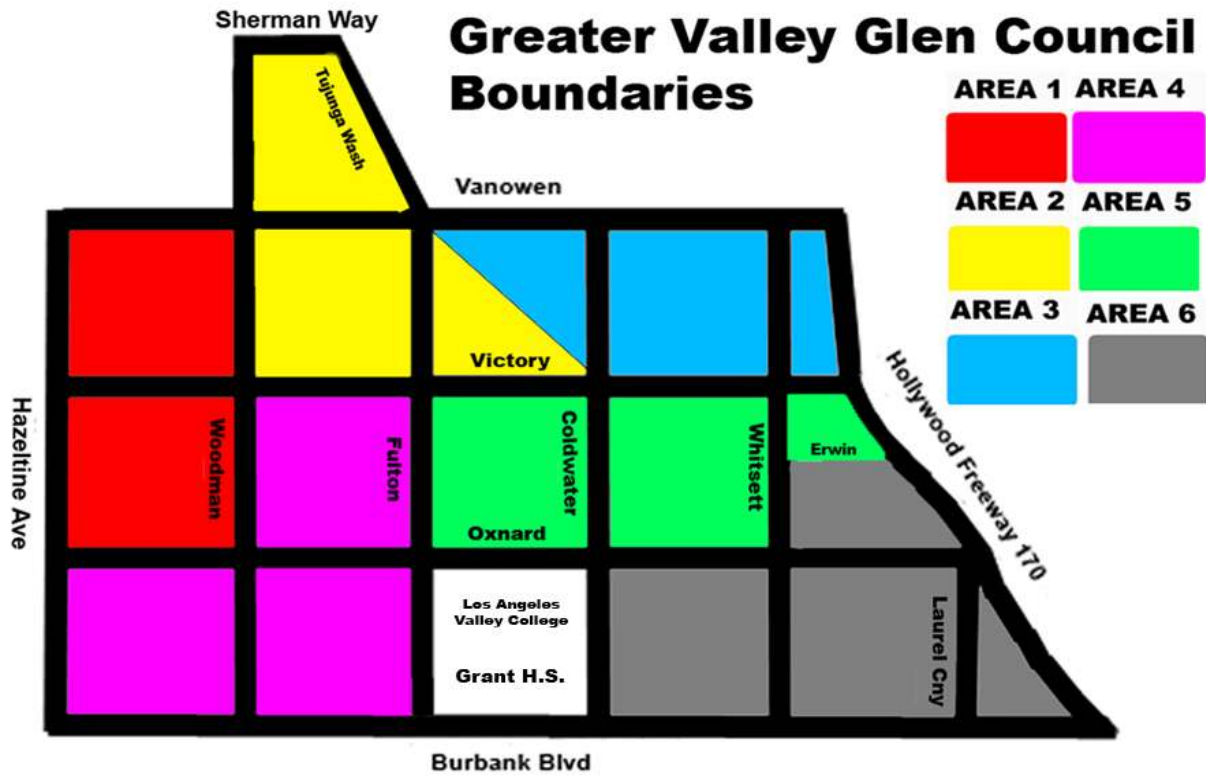
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EXHIBIT "A"



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