

**GLASSELL PARK NEIGHBORHOOD COUNCIL
BYLAWS**

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ARTICLE I — NAME

The name of this organization shall be the GLASSELL PARK NEIGHBORHOOD COUNCIL (GPNC).

ARTICLE II — PURPOSE

- The purpose of the GPNC shall be:
 - a. To represent the interests of the Glassell Park community. To provide a forum to engage all Stakeholders in identifying community concerns, problems and resources and to develop solutions.
 - b. To channel citizen input to appropriate city departments and city council offices for resolution.
 - c. To interact with and monitor city departments relative to the effectiveness and timeliness of responses and solutions.
 - d. To monitor land use within the community and to mobilize support or provide constructive opposition for specific projects in accordance with the community's wishes.
 - e. To influence planning, zoning and public service delivery.
 - f. To create ties to other communities to achieve mutual goals and to balance local needs with citywide interests.
 - g. To promote public safety.
 - h. To encourage democratic discourse between and within neighborhood groups to facilitate an understanding of value differences and to engage competing interests to arrive at shared values.
 - i. To cultivate a sense of community so that each person feels engaged and empowered and to encourage inclusion.
 - j. To promote a vibrant business sector with a full range of goods and services.
 - k. To remain non-partisan in fostering, promoting and supporting the goals of residents, businesses and organizations which have broad community backing.

ARTICLE III — BOUNDARIES

1. Boundary Description

- a. Boundaries of the GPNC shall be:
 - i. Starting where York Blvd meets the Glendale 2 Freeway, go east on York Blvd to Eagle Rock Blvd.

- ii. South west on Eagle Rock Blvd to El Paso Dr.
- iii. South on El Paso Dr to Division St.
- iv. South on Division St to the intersection of Division St. and San Fernando Rd.
- v. South west directly to the Los Angeles River.
- vi. North along the Los Angeles River to the Glendale 2 Freeway.
- vii. North on the Glendale 2 Freeway to the train tracks.
- viii. West on the train tracks to the City of Glendale boundaries.
- ix. Northeast along the City of Glendale boundaries to the intersection of the City of Glendale boundaries and the Glendale 2 Freeway.
- x. South along the Glendale 2 Freeway to where Yord Blvd meets the Glendale 2 Freeway (which is the starting point).

2. Internal Boundaries.

- a. Within the boundaries shall be seven (7) areas of representation as described below:
 - i. North of the Glendale (2) Freeway, bordering Atwater Village, city of Glendale, Forrest Lawn Cemetery and Verdugo Road.
 - ii. South of the Glendale (2) Freeway, bordering the Los Angeles River and Taylor Yard, Division Street, and Eagle Rock Blvd.
 - iii. Area between Eagle Rock Blvd., Verdugo Road, Ave. 33 and Division Street.
 - iv. Area between Ave. 33, Verdugo Road, Crestmoore Place, Barryknoll and Division Street.
 - v. Area between Barryknoll, Division Street, El Paso, Eagle Rock Blvd., York, the Glendale (2) Freeway and Verdugo Road (south of the 2 freeway).
 - vi. Bordered by the 2 Freeway, city of Glendale and Verdugo Road (north of the 2 freeway).
 - vii. Verdugo Road (north of the 2 freeway), city of Glendale border and Forrest Lawn Cemetery.
- b. The map shown as Attachment A indicates the GPNC boundaries in bold lines.

ARTICLE IV — STAKEHOLDER

1. GPNC membership is open to all Stakeholders. Stakeholders shall be defined as:

Neighborhood Council membership is open to all Stakeholders. A Stakeholder” shall be defined as any individual who:

(1) Lives, works, or owns real property within the boundaries of the neighborhood council; or

(2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

2. The GPNC encourages all Stakeholders to participate in all of its activities, and shall not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, gender, sexual orientation, age, disability, marital status, homeowner/renter status, income, or political affiliation.

ARTICLE V — GOVERNING BOARD

1. Composition.

a. The Members of the Board and Alternates shall be as follows:

i. There shall be fifteen (15) regular Members of the Board as follows:

1. One (1) Area Representative from each of the seven (7) geographic areas identified in Article III, Section 2.

2. Eight (8) At-Large Representatives – Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less

than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.

ii. Alternates:

1. Nominations for Alternates will be taken at the first GPNC Board_meeting of a newly elected Board.
2. A pool of up to five (5) Alternate members to the Governing Board shall be elected by a show of hands by Stakeholders in attendance at the second GPNC Board_meeting of a newly elected Board. At its discretion, the Governing Board may agendaize subsequent elections for vacant Alternate Board Member positions with Stakeholders self-nominating in-person at one (1) GPNC Board Meeting and the election occurring at the following GPNC Board_meeting with the nominee appearing in-person. If there are more nominees than available positions, those receiving the greater number of votes are elected. Voting for alternates by stakeholders shall be by ballot.
3. Alternate Governing Board members who attended the immediately previous GPNC Board meeting may be seated as necessary to form a quorum and to the extent that regularly elected Board Members are absent and to a maximum of four (4) seated Alternates.
4. The Secretary of the Board will maintain lists of eligible and seated Alternates. These lists shall be included in the Minutes of each GPNC Board meeting.
5. Eligible Alternates shall be seated on a rotating basis so that no eligible Alternate is seated a second time until all eligible Alternates have been seated for the first time and so forth.
6. Once seated for a GPNC Board meeting, an Alternate is a voting member of the Governing Board for that meeting, provided that they have completed their Ethics training provided by DONE.
7. All Alternates must complete the same trainings as required of GPNC Board members.

iii. Qualifications:

1. All Board members and Alternates must be at least eighteen (18) years old on Election Day.

2. Alternates must be Stakeholders in Glassell Park.
3. Area Representatives must reside in the area of Glassell Park that they represent.
4. All Board members and Alternates must have completed their trainings required by DONE.

2. Quorum.

- a. The GPNC Governing Board quorum shall consist of not less than the simple majority (eight 8 members) of the Board positions.

3. Official Actions.

- a. Agenda items requiring a vote are decided in the affirmative when a simple majority of those Board members present so long as a quorum then exists. Board members who withhold their vote by abstention in effect count "against" the motion.

4. Terms and Term Limits.

- a. Terms of office of Governing Board members are two (2) years. Those re-elected may serve no more than four (4) consecutive terms.

5. Duties and Powers.

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

i. Area Representatives shall:

1. Tour areas of responsibility to identify problems assess needs, and assist Stakeholders with appropriate solutions.
2. Receive and forward agenda items for general meetings.
3. Bring need assessment and priority suggestions to board's attention.
4. Identify projects for community participation.
5. Meet with area Stakeholders as needed.
6. Perform other duties as assigned.

ii. At-Large Representative shall:

1. Represent the interests of the entire community to the best of his or her ability.

6. Vacancies.

- a. The Secretary or other Executive Committee member shall announce the availability of the vacant position, indicating that qualified Stakeholders' self-nomination for candidacy will be accepted, in person, at the next GPNC Board meeting. At that meeting, nominees who appear in person and provide a declaration of their status as a GPNC Stakeholder will be recorded in the meeting minutes as eligible for election to the vacant position.
- b. At the following GPNC Board meeting, then a vote of the Board – by open ballot (not a secret ballot) will be held to fill vacated Governing Board position(s) or the position of a removed Governing Board member. No proxy balloting or write-in candidates are permitted. A person elected to the Board in such manner serves for the remainder of the position's two (2) year term. Tally sheets of votes cast will be retained by the Secretary in GPNC files for at least one (1) year.

7. Absences.

- a. A Governing Board seat is considered abandoned and the incumbent as unable to represent their constituency if they announce that fact, or if they cease to be a Stakeholder in GPNC, or if they do not attend three (3) consecutive GPNC Board meetings (with or without excuse), or miss four (4) GPNC Board meetings (with or without excuse) in a calendar year.

8. Censure.

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to

any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

9. Removal.

Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or

standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to

remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor

is it intended to limit a Neighborhood Councils ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

10. Resignation.

- a. In accordance with the preceding section, a Board member who announces that they are unable to continue representing their constituency has resigned their Board position. A replacement is to be sought as indicated in Article V, section 6 - Vacancies.

11. Community Outreach.

- a. It is the responsibility of the individual representatives to communicate with and inform their Stakeholders via methods deemed suitable to their needs (meetings, phone trees, flyers, postings, etc).
- b. In addition, the GPNC will cause to be published a semi-annual newsletter for general distribution informing the community of various programs and initiatives undertaken, status reports on ongoing ventures, articles by each representative covering activities within their specific spheres as well as items of general interest.
- c. Community Forums, or Town Halls, will be held at least semi-annually by the GPNC Governing Board. Meetings will be held in the community. The posting of the Forum announcement should be done no later than two (2) weeks in advance.
 - i. The Forums will address City and Community business, activities, and concerns. The Board may present updates on finances, status reports on community projects, and committee activities. The Forums will provide a place for dissemination of information to the community; provide the time to have a dialogue about issues, and a means to assess the will of the community.
 - ii. All Board Members will be responsible for notifying Stakeholders via flyers and postings in suitable locations. In addition, notices will be placed in the neighborhood press if available, and email notices may be sent as well.

ARTICLE VI — OFFICERS

1. Officers of the Board.

- a. Governing Board members occupy the five (5) GPNC officer positions:
 - i. President
 - ii. Vice-President

- iii. Secretary
- iv. Treasurer
- v. Member-at-Large.

2. Duties and Powers.

a. The President:

- i. Presides at GPNC Board and Executive Committee meetings.
- ii. Officially represents the GPNC at any coalition of neighborhood councils and acts as its spokesperson unless the President delegates this role to another Board member.
- iii. Sets the agendas for Executive Committee meetings and if the Executive Committee does not meet to establish the agenda for a GPNC Board_meeting, the President is responsible to do so.
- iv. Make determinations as to standing and special committees with Board approval.
- v. Have general supervision of GPNC activities.
- vi. Perform such other duties as may be required.

b. The Vice-President:

- i. Presides and performs in the absence of the President.
- ii. Attends Neighborhood Council coalition meetings.
- iii. Is responsible for programs and speaker invitations for the general meetings.
- iv. Performs duties delegated by the President or as required.
- v. Be responsible for managing the Board's Key Policy in the Standing Rules.

c. The Secretary:

- i. Receives materials and prepares agendas for the general meetings.
- ii. Provides minutes of both Executive Committee and GPNC Board meetings and maintains permanent records thereof and assures their availability to Stakeholders upon request.
- iii. Reports recommendations and actions of the Board in a format separate from the minutes of the GPNC Board meeting.
- iv. Is responsible for reading the minutes at the meetings for the Board's

approval and accepting corrections to be made, if any.

- v. Distributes meeting notices to representatives and Stakeholders as well as arranging for appropriate postings.
- vi. Notifies the Department of Neighborhood Empowerment (Department) of the schedule of GPNC Board meetings.
- vii. If needed, may solicit an assistant with Board approval.

d. The Treasurer:

- i. Receives and dispenses funds and issues receipts.
- ii. Makes disbursements with appropriate documentation
 - 1. Without Board approval up to \$50.00
 - 2. With Board approval and requiring a second signatory above that limit.
- iii. Establishes and maintains banking relationships.
- iv. Prepares monthly reports of receipts, expenditures, and balances.
- v. Maintains permanent files for review and audit and assures their availability for review by Stakeholders.
- vi. Maintains separate records of receipts and expenditures for program-specific funds.
- vii. Participates in Executive Committee Meetings.

e. Member-at-Large:

- i. Participates in Executive Committee meetings.
- ii. Performs other duties as assigned by the President.

3. Selection of Officers.

- a. The officers of President, Vice-President, Treasurer, Secretary, and a Board Member At-Large shall be elected at the meeting following election and/or seating of a new GPNC Governing Board, and serve a term of one year, with elections of officers again one year later.

4. Officer Terms.

- a. Officers serve for one (1) year, but if reelected to the same or another Executive Committee position, may serve for no more than two (2) consecutive terms.

ARTICLE VII — COMMITTEES AND THEIR DUTIES

1. Standing.

- a. There shall be the following standing committees comprised of Board members and Stakeholders:
 - i. Executive
 - ii. Planning and Land Use
 - iii. Grants and Funding
 - iv. Bylaws
 - v. Outreach and Communications
 - vi. Public Arts Committee
 - vii. Website and Internet Technology

2. Ad Hoc.

- a. Ad hoc committees may be formed to address specific problems, projects and needs.

3. Committee Creation and Authorization.

- a. The President may form new GPNC committees with approval of the Governing Board. GPNC Standing Rules define the operation and activities of committees.

ARTICLE VIII — MEETINGS

All GPNC Board, Executive Committee, and other Committee Meetings shall be conducted in accordance with the Ralph M. Brown Act and Robert's Rules of Order as amended or implemented by the GPNC Bylaws and Standing Rules.

1. Meeting Time and Place.

- a. GPNC Board meetings may be held monthly by the GPNC Board (with a minimum of ten (10) meetings per year). The location will be within the community, normally at the 3750 N. Verdugo Road Community Center at 7 p.m.
 - i. Special meetings may be called by the President, if approved by the Board, to address special circumstances of a timely or extraordinary nature. Stakeholders may also request that a special meeting be convened to address community concerns of major importance, and with Governing Board approval are to be scheduled with due consideration for the timeliness needed to address the concerns.

2. Agenda Setting.

a. Agenda items for a GPNC Board meeting are determined at a prior Executive Committee meeting. In the event that the Executive Committee is unable to perform this task, the President may establish and issue the agenda.

i. Suggested Agenda.

1. Call to Order
2. Welcome and introductions
3. Reading of the minutes as well as official correspondence to be shared
4. Treasurer's and committee reports
5. Public comment on non-agenda items
6. Unfinished and new business
7. Program, if any
8. Announcements
9. Adjournment

3. Notifications/Postings.

a. Notices will be sent to the Board members and the Department by the Secretary. Public notice of regular GPNC Board and committee meetings shall be made a minimum of seventy-two (72) hours in advance of the meeting and at least twenty-four (24) hours in advance of a special meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

4. Reconsideration.

a. Subsequent to the approval of an agenda item, and so long as the implementing action has not been undertaken, a motion to "reconsider" the approved action may be proposed by a Governing Board member who previously voted on the prevailing side of the original action. If the motion is to be considered at a meeting after that in which it was approved, the Board member must have the Motion for Reconsideration placed on the agenda of the next meeting. The agenda item must include the member's proposed action that may be approved by the Board, if the motion for reconsideration is approved.

ARTICLE IX — FINANCES

1. The GPNC agrees to comply with all financial accountability requirements as specified by the City of Los Angeles Ordinance 4174006 and in the LA City Plan for a Citywide System of Neighborhood Councils (Plan) as stated in the City's Certification Application. The GPNC further agrees to comply with all financial reporting requirements as prescribed by the Department.
 - a. The Treasurer of the GPNC shall oversee and be charged with the full custody and control of all GPNC funds and assets.
 - b. The Treasurer shall establish and oversee a system of bookkeeping and accounting that complies with Generally Accepted Accounting Principles and conforms to applicable local, state, and federal laws. The Treasurer may request authorization from the Board to retain professional assistance for auditing and other accounting functions.
 - c. The Treasurer will be required to submit a financial report at each Board meeting, and prepare and submit an Annual Report to the Department.
 - d. The Annual Report should be in the format of a Balance Sheet that outlines Income and Expense for the Fiscal Year. Purchases of over \$1000 and any other purchases that required a Demand Warrant must be listed individually.
 - e. A quarterly Projected Budget is to be submitted to the Governing Board.
 - f. The Treasurer must submit a "Fiscal Year End Approved Expenditure Report", at the end of each fiscal year (June). The report should list all approved expenditures that are pending payment by the Department to the vendor or service. The report is intended to give the Governing Board a true balance on hand at the end of each fiscal year. A similar report should be given to a new incoming Governing Board at the end of December after a regular election. This report will alert the new Board of pending payments approved by the previous Board.
 - g. GPNC financial statements, books, invoices, bids, and Demand Warrants are City Public Records. The Treasurer must submit these to the GPNC office's Central File for retention, in order that they are available for inspection, audit, or making copies for a requesting Stakeholder. Such records are to be made available through a fair and open procedure with requestors paying the reasonable cost of making copies.

ARTICLE X — ELECTIONS

1. Administration of Election.
 - a. The GPNC's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

2. Governing Board Structure and Voting.
 - a. Each Stakeholder may vote for one (1) candidate for each available Board position. See Attachment B.
3. Minimum Voting Age.
 - a. Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]
4. Method of Verifying Stakeholder Status.
 - a. Voters will verify their Stakeholder status through documentation.
5. Restrictions on Candidates Running for Multiple Seats.
 - a. A candidate shall not run for more than one (1) position on the Board.
6. Other Election Related Language.
 - a. At least three (3) months before the scheduled regular election for members of the Board, an ad hoc Election and Nomination Committee will be appointed by the Board. This Committee will affirm the arrangements for the conduct of the election, collaborating with any City entities and following authorized procedures.

ARTICLE XI — GRIEVANCE PROCESS

1. All Stakeholders shall be able to express concerns about the GPNC decisions and actions during the Public Comment period of a meeting. They may separately file a grievance with GPNC or file a complaint with the Department.
 - a. A concern raised at a GPNC Board meeting or at a Committee meeting shall be recorded and that body's response, if any, shall be recorded in meeting minutes.
 - b. Stakeholders and entities which have contracted to provide goods or services to GPNC shall be able to file a grievance, in writing, with the Secretary or other member of the Executive Committee. The grievance process addresses only matters of procedure or policy violations, such as the Governing Board's failure to comply with approved resolutions of the Board or with the GPNC Bylaws.
 - c. A grievance shall summarize its cause and the grievant's suggested remedy. The grievance shall be placed by the GPNC Secretary on the agenda of the next GPNC Board meeting. The Board shall discuss the grievance and if not able to immediately act to address the grievance, will appoint an impartial panel of regular or Alternate Board members to investigate and issue recommendations for resolution at the following GPNC Board-meeting. The Secretary shall provide a written response to the

grievant summarizing the action agreed upon by the Governing Board. An alternate process may be adopted by mutual agreement between the Governing Board and the grievant.

- d. Complaints against the GPNC, of any nature, may be filed with the Department on a form prescribed by the Department.
- e. Board members are not permitted to file a grievance against another Board member or against the GPNC, except as permitted under the City's grievance policy. The Neighborhood Council will follow the City's rules regarding the handling of grievances.

ARTICLE XII — PARLIAMENTARY AUTHORITY

- 1. Parliamentary Procedures based on Robert's Rules of Order will govern. Standing Rules may be written pertaining to the functions and activities of the GPNC. Upon being passed by the Board, Standing Rules will be kept current and on file with the GPNC Secretary.

ARTICLE XIII — AMENDMENTS

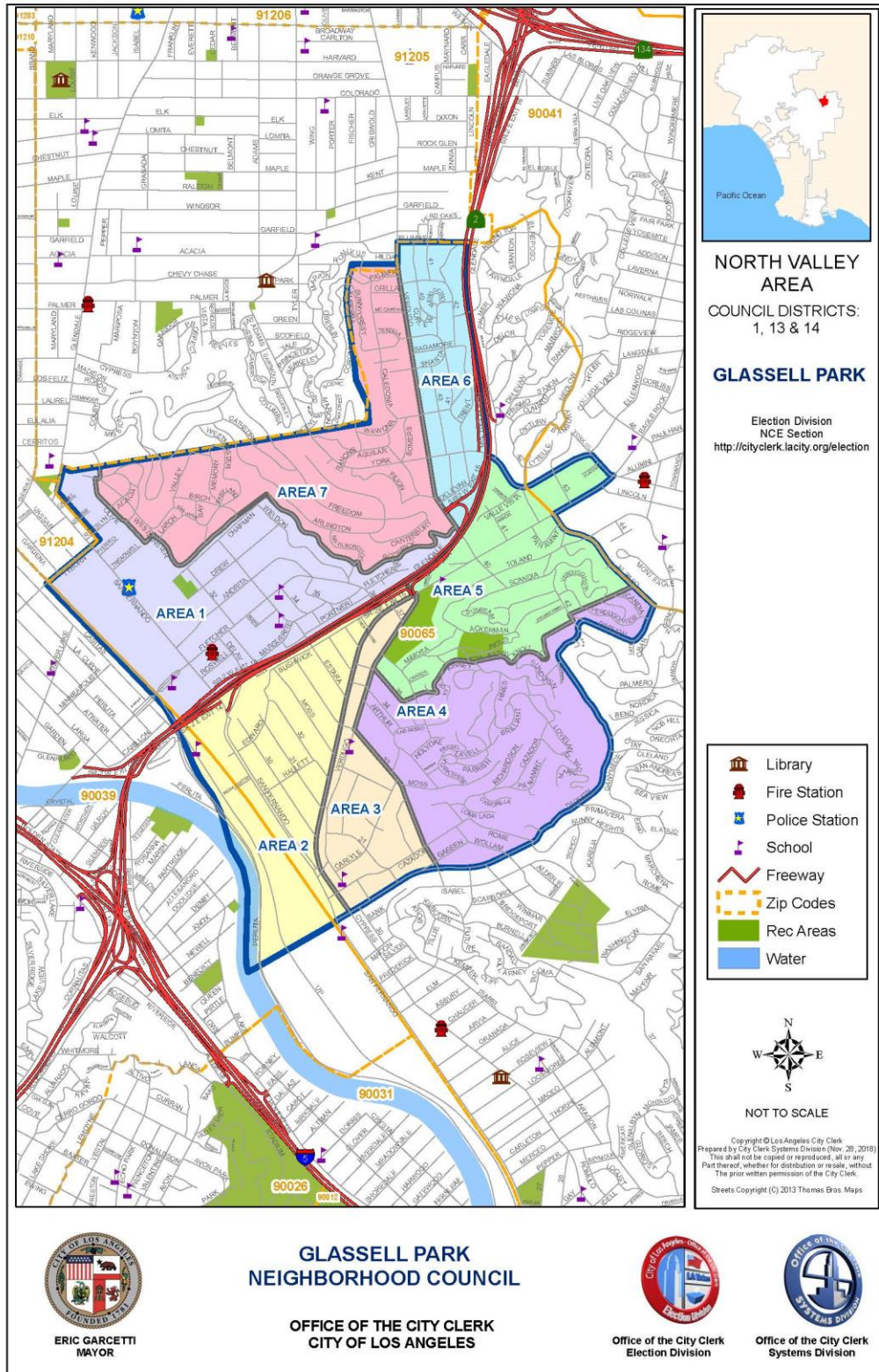
- 1. Proposed amendments to GPNC Bylaws are, if not authored by the Bylaws Committee itself, reviewed by it before submittal with a recommendation to the Governing Board for consideration at a meeting. Approval of recommended amendments requires a simple y of the Governing Board and is subject to approval by the Department per the Plan, Article VI, section 3 (Bylaw adjustment).

ARTICLE XIV — COMPLIANCE

- 1. Code of Civility.
 - a. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.
- 2. Training.
 - a. All Board members, including Alternates, must take ethics and funding training prior to making motions and voting on funding related matters, or they will lose their Board voting rights. Members will participate in all training that is made available and is required by the City within sixty (60) days of being seated after an election; however if Board members want to maintain their rights to vote, they must comply with Ethics and Funding prior to being seated.
 - b. Self-Assessment. Board members will conform to the Department requirements to complete neighborhood council self-assessment documentation.

ATTACHMENT A

Map of Glassell Park Neighborhood Council



ATTACHMENT B
Governing Board Structure and Voting
15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED or APPOINTED?	ELIGIBILITY TO RUN	ELIGIBILITY TO VOTE
At-Large Representative Term: 2 years	8	Elected	Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.	Stakeholders who are 16 years of age or older at the time of the election.
Area 1 Representative Term: 2 years	1	Elected	Stakeholder who is 18 years of age or older at the time of the election and resides within Area 1.	Stakeholders who are 16 years of age or older at the time of the election.
Area 2 Representative Term: 2 years	1	Elected	Stakeholder who is 18 years of age or older at the time of the election and resides	Stakeholders who are 16 years of age or older at the time

			within Area 2.	of the election.
Area 3 Representative Term: 2 years	1	Elected	Stakeholder who is 18 years of age or older at the time of the election and resides within Area 3.	Stakeholders who are 16 years of age or older at the time of the election.
Area 4 Representative Term: 2 years	1	Elected	Stakeholder who is 18 years of age or older at the time of the election and resides within Area 4.	Stakeholders who are 16 years of age or older at the time of the election.
Area 5 Representative Term: 2 years	1	Elected	Stakeholder who is 18 years of age or older at the time of the election and resides within Area 5.	Stakeholders who are 16 years of age or older at the time of the election.
Area 6 Representative Term: 2 years	1	Elected	Stakeholder who is 18 years of age or older at the time of the election and resides within Area 6.	Stakeholders who are 16 years of age or older at the time of the election.
Area 7 Representative Term: 2 years	1	Elected	Stakeholder who is 18 years of age or older at the time of the election and resides within Area 7.	Stakeholders who are 16 years of age or older at the time of the election.