



## South Robertson Neighborhoods Council Bylaws

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## Article I: Name

The name of this Neighborhood Council shall be the South Robertson Neighborhoods Council ("Council"), also known as SORO NC.

## Article II: Purpose

The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood Councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood. [Charter Section 900](#)

### A. The **MISSION** of the Council is:

- a. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City-wide nature;
- b. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City-wide nature;
- c. To initiate, execute and support projects for the physical, social, and cultural improvement of the Council area; and
- d. To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

### B. The **POLICY** of the Council is:

- a. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
- b. To remain non-partisan with respect to political party affiliation and inclusive in the Council's operations including, but not limited to, the process of electing or selecting the Board Members, Officers, and Committee Members, as hereinafter set forth;
- c. To utilize the Early Notification System ([ENS](#)) to inform the Council and Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
- d. To encourage all Stakeholders to participate in activities of the Council;
- e. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
- f. To have fair, open, and transparent procedures for the conduct of all Council business.

## Article III: Boundaries

The Council covers a geographic area described below.

### Section 1: Boundary Description.



The Council represents Stakeholders within the following geographic boundaries (see [Attachment A](#)):

1. **North** (starting at Roxbury Blvd. and heading east) Beverly Hills border (Whitworth Dr. when west of Robertson Blvd; Gregory Way when east of Robertson Blvd.)
2. **South** (starting at National Blvd. near Manning Ave. and heading east) 10 Freeway, eastbound Robertson Blvd. off ramp, Exposition Blvd., Robertson Blvd., Culver City border
3. **East** (starting at Gregory Way and heading south) Le Doux Ave., Olympic Blvd., La Cienega Blvd.
4. **West** (starting at the Beverly Hills border and heading south) Beverly Hills border near Beverly Green Dr., Pico Blvd., Motor Ave., the southern border of Hillcrest Country Club, Anchor Ave. connecting east of Gira Way to Club Dr., National Blvd.

The boundaries of the Council are set forth in [Attachment A](#) - Map of South Robertson Neighborhoods Council boundaries.

## Section 2: Internal Boundaries.

SORO NC is divided into ten (10) residential zones, as follows:

- Zone 1** North: Beverly Hills border  
South: (going east) Hillcrest Country Club border, Cashio St., Canfield Ave., Pickford St.  
East: Robertson Blvd.  
West: Beverly Hills Border
- Zone 2** North: Pico Blvd.  
South: Pickford St.  
East: La Cienega Blvd.  
West: Robertson Blvd.
- Zone 3** North: Pickford St.  
South: Sawyer St.  
East: La Cienega Blvd.  
West: Robertson Blvd.
- Zone 4** North: Sawyer St.  
South: Cadillac Ave.  
East: La Cienega Blvd.  
West: Robertson Blvd.
- Zone 5** North: Cadillac Ave.  
South: (going east) Cattaraugus Ave, 10 Freeway  
East: La Cienega Blvd.  
West: Robertson Blvd.
- Zone 6** North: 10 Freeway  
South: Eastbound Robertson Blvd. off ramp, Robertson Blvd., Culver City border  
East: La Cienega Blvd.  
West: 10 Freeway
- Zone 7** North: Cattaraugus Ave. extending west to Anchor Ave.



South: 10 Freeway  
East: 10 Freeway  
West: (going south) Line connecting Anchor Ave. to Club Dr. (excluding properties on Giralda Way cul-de-sac), Club Dr., National Blvd.

**Zone 8** North: (going east) Sawyer St. at the Hillcrest Country Club border, Castle Heights Ave., Bolton Rd., Sawyer St.  
South: Cattaraugus Ave., extending West to Anchor Ave.  
East: Robertson Blvd.  
West: Southeast boundary of Hillcrest Country Club, Anchor Ave.

**Zone 9** North: (going east) Pico Blvd., Northern boundary of Hillcrest Country Club, Cashio St., Canfield Ave., Pickford St.  
South: (going east) Southern/southeast boundary of Hillcrest Country Club, Sawyer St., Castle Heights Ave., Bolton Rd., Sawyer St.  
East: Robertson Blvd.  
West: Motor Ave.

**Zone 10** North: Beverly Hills Border/Gregory Way  
South: Pico Blvd.  
East: La Cienega Blvd.  
West: Robertson Blvd.

## Article IV: Stakeholder

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**", "**Community Interest Stakeholder**", and their related terms are defined by City Ordinance and cannot be changed without City Council action. See [Los Angeles Charter Section 906\(a\)\(2\)](#) and [Los Angeles Administrative Code Section 22.801.1](#).



## Article V: Governing Board

The Board Members (“the Board”) shall be the governing body of the Council.

### Section 1: Composition.

The Board shall consist of twenty-five (25) positions Stakeholders elected by the NC Stakeholders or selected or appointed by the NC Board Members.

The composition of the Board shall be as follows:

1. **Resident Stakeholder Board Members (10)** – Open to Stakeholders eighteen (18) years of age or older who is a resident homeowner or tenant within one (1) of the ten (10) residential zones (one (1) seat per zone).
2. **Business Stakeholder Board Members (5)** – Open to Stakeholders eighteen (18) years of age or older who owns, operates, or works in a business or owns business property or residential income property within the Council boundaries.
3. **Organization Stakeholder Board Members (3)** – Open to Stakeholders eighteen (18) years of age or older who officially represent organized groups of Stakeholders, including (but not limited to) non-profit, faith-based, or service organizations within the Council boundaries.
4. **At-Large Stakeholder Board Members (5)** – Open to Stakeholders at least eighteen (18) years of age.
5. **School Stakeholder Board Member (2)**
  - a. **School Education Seat** is open to Stakeholders eighteen (18) years of age or older who work at a school or represent an official school booster organization with the Council boundaries.
  - b. **School Student Seat** is appointed by the Board and is open to Stakeholders currently enrolled in a school with the NC boundaries between the ages of fourteen (14) and seventeen (17) at the time of the appointment. The seat shall have a term of one (1) year.

Per the Office of the City Clerk, at the date of adoption of these Bylaws, Parents of University students are not eligible as stakeholders. Nevertheless, Parents of students in K-12 class are eligible.

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”). [Administrative Code section 22.810.1 \(b\)\(2\)\(C\)\(iii\)\(1\)](#)

When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, their position shall be deemed vacant.

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department’s procedure, at the request of the Board.

### Section 2: Quorum.

The quorum shall be thirteen (13) members of the General Board. Committees shall have a fixed quorum number as established in the SORO NC Standing Rules. Floating quorum is not allowed.

### Section 3: Official Actions.



Unless specified otherwise in these Bylaws, official action is taken at a meeting at which quorum is met, by a simple majority votes by the Board Members present and voting. Abstentions are treated as a non-vote.

#### **Section 4: Terms and Term Limits.**

Board Members shall serve a four (4) year, staggered term commencing after being seated. There are no term limits.

Election Group A. The term for the following seats shall be up for election in 2025 for a term of office with a duration of four (4) years. Subsequent terms of office shall be four (4) years.

1. Resident Zone 1
2. Resident Zone 3
3. Resident Zone 5
4. Resident Zone 7
5. Resident Zone 9
6. Business 2
7. Business 4
8. Organization 2
9. At Large 1
10. At Large 3
11. At Large 5
12. School Education

Election Group B. The term for the following seats shall be up for election in 2023 for a term of office with a duration of four (4) years. Subsequent terms of office shall be four (4) years.

1. Resident Zone 2
2. Resident Zone 4
3. Resident Zone 6
4. Resident Zone 8
5. Resident Zone 10
6. Business 1
7. Business 3
8. Business 5
9. Organization 1
10. Organization 3
11. At Large 2
12. At Large 4

Elected Board Members shall be installed at the first General Board meeting after election certification.

#### **Section 5: Duties and Powers.**

The primary duties of the Board shall be to govern the Council 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 City body a standing Council position previously adopted by the Board or a statement that the Council 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.

#### **Section 6: Vacancies.**

If a Board seat becomes vacant, the Board may choose to verify Stakeholder status of an individual filling the vacant seat or may choose to request the Department do so following its internal procedure(s).



Vacancies on the Board shall be filled using the following procedure:

1. All vacancies shall be announced as an agenda item on the next scheduled meeting agenda of the General Board after the seat is vacated, and posted on the SORO NC website at least ten (10) days before the application deadline.
2. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application, by means of the application form on the SORO NC website, to the Board at least ten (10) days in advance of a scheduled General Board Meeting.
3. The Board shall vote on the applicant(s) at the next scheduled meeting. If multiple applications for one seat have been submitted, the applicant with the most votes wins.
  - a. If no applicant wins a majority of votes cast in the first round, only the two (2) applicants with the most votes proceed to a second round of voting. In the event of a tie in either the first or second position, the tying applicants proceed to the second round.
  - b. All Board Members are free to vote for any of the applicants in the second round.
  - c. If there are equal numbers of votes for two (2) or more applicants in the second round, additional rounds of votes will take place. If two applicants remain after additional rounds of votes, a coin toss will be used to resolve the tie.
4. The candidate who wins shall fill the remaining term of the Board seat.
5. In no event shall a vacant seat be filled where an election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.
6. Any time a designated seat remains unfilled for sixty (60) days after the vacancy is announced it shall automatically become an At-Large seat for the remainder of the term of the seat, at which point it shall revert back to the original designation.

#### **Section 7: Absences.**

Any Board Member who misses three (3) regularly scheduled consecutive Neighborhood Council Regular Board Meetings or five (5) total General Board Meetings during any twelve (12) month Fiscal Year (July 1 to June 30) period, will automatically be removed from the Board. Each Board Member's absence shall be recorded in the Council's Meeting Minutes, and that, upon missing the required number of Board Meetings for removal, an announcement of the removal shall be placed on the agenda of the next General Board meeting, and shall include a statement of the cause for the removal, and an announcement of the vacancy in accordance with Section 6.1 of these Bylaws.

Any regular monthly meeting of the Neighborhood Council General Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member absences.

#### **Section 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.

#### **Section 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 censure 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 Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

#### **Section 10: Resignation.**

Board Member resignation must be submitted in writing to an executive officer. The position shall then be deemed vacant.

Any member of the Board whose Stakeholder status changes and causes them to be ineligible for their seat is required to submit their resignation to an executive officer.

If the Executive Committee of the Board is notified of a challenge to the Stakeholder status of a Board member, the Executive Committee shall determine the validity of the challenge and set an agenda item for the next General Board Meeting to resolve the challenge.

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

The Council shall establish a system of outreach to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

A Council shall maintain a website through which the Neighborhood Council will communicate with Stakeholders on a regular basis.

## **Article VI: Officers**

#### **Section 1: Officers of the Board.**

The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Treasurer, Secretary, and Corresponding Secretary.

#### **Section 2: Duties and Powers.**

The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

1. The **President** shall act as the chief executive of the General Board and shall preside at all General Board meetings and ensure timely posting of the agenda; and serves as the Chair of the [Executive Committee, setting the Executive Committee agenda and ensuring timely posting](#) ~~Bylaws Committee; and acts as Parliamentarian during Board meetings.~~
2. The **Vice President** shall serve in place of the President if the President is unable to serve; assists the President as requested in carrying out the President's responsibilities; serves as Chair of the Bylaws Committee; and acts as Parliamentarian during Board meetings.
3. The **Treasurer** serves in place of the President if the President and Vice-President are unable to serve; maintains the record of the Council's finances and books of accounts and performs other duties in accordance with the City Clerk's policies and procedures; serves as Chair of the Finance Committee; ensures an annual budget is prepared and approved by the General Board; ensures all



debts incurred by the Neighborhood Council, according to its Bylaws per the policies and procedures of the City Clerk, are submitted to the City Clerk in a timely manner; ensures a written report of each month's financial transactions, including commitments, expenditures, and cash balance, is prepared in a timely manner, provided to all Board Members in draft at least seventy-two (72) hours in advance of the subsequent Board meeting, and finalized and posted within three (3) days after that meeting.

4. The **Secretary** serves in place of the President if the President, Vice-President and Treasurer are unable to serve; serves as the custodian for all Neighborhood Council records, including Board Member attendance records; maintains minutes of all General Board meetings in accordance with the *BONC Policy*; and serves as Chair of the Board Development Committee
5. The **Corresponding Secretary** shall serve in place of the Secretary at meetings where the Secretary is unable to serve; and shall have primary responsibility for submitting or distributing statements approved by the General Board for submission or distribution.
6. All Officers shall be exclusively authorized to file Community Impact Statements (CIS) that have been approved by the General Board.

### **Section 3: Selection of Officers.**

Officer positions shall be filled by vote of the General Board at the first official Board meeting following each bi-annual certified election.

In the event of a vacant Officer position, the vacancy and selection of a Board Member to fill the vacant position shall be set as an agenda item on the next monthly meeting of the General Board, and shall be filled when a candidate receives a majority vote of the General Board members present and voting. Ties will be subject to additional votes. If the tie persists the selection will be determined by a coin toss.

All Officers shall be Board Members.

A motion to remove an Officer from their position must be made by a Board Member in writing fourteen (14) days prior to a regularly scheduled monthly meeting of the General Board, and delivered to the President or Secretary. When such a motion is timely delivered, the item shall be placed on the agenda of the next regular Board meeting.

Officer positions may be revoked by two-thirds (2/3) vote of Board Members present and voting at a regular General Board Meeting. If the Officer is removed, the Officer position shall be filled at the next General Board meeting.

### **Section 4: Officer Terms.**

The Officers shall serve from the date of their selection until the first General Board Meeting after the next election certification.

## **Article VII: Committees And Their Duties**

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from Board Members, and all such suggestions shall be voted upon by the Board.

### **Section 1: Standing Committees.**



There shall be an Executive Committee, a Budget and Finance Committee, a Bylaws Committee, and a Board Development Committee. These shall be Standing Committees of the Board. Additional Standing Committees can be found in the Standing Rules on the SORO NC Website. [www.soronc.org](http://www.soronc.org)

## Section 2: Ad Hoc Committees.

The Board may create Ad Hoc Committees as needed to deal with temporary issues, report its findings, and recommended actions to the Board. An Ad Hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, and cease to exist upon the completion of its specific task. If Stakeholders serve on the Ad Hoc committee, the committee must operate under the notice and posting requirements of the Brown Act.

## Section 3: Committee Creation and Authorization.

1. **Committee Authority.** – All committee recommendations shall be brought back to the full Board for discussion and action. Committees shall not represent an official Board position without prior Board approval.

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2. **Committee Structure.** – Only confirmed Committee members shall be eligible to vote within the Committee.

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a. Standing Committees shall be comprised of at least two (2) Board Members and may include any interested Stakeholders. The Executive Committee, however, shall be comprised solely of the five (5) Executive members. Committee membership and changes for Board Members shall be affirmed by the Board. Board Members must be a member of at least one (1) Standing Committee. With the exception of the Executive Committee, Stakeholders may also become voting members of a Standing Committee, subject to affirmation by the Committee and the Board.

b. Ad Hoc Committees shall be comprised solely of six (6) or less Board Members and may not include any interested Stakeholders.

3. **Committee Meetings.** – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the provisions of the Brown Act. Minutes must be taken at every Committee meeting and the Committee Chairs must post them to the SORO NC website. The Chairs shall provide regular reports on Committee matters to the Board and report Committee meeting attendance to the Secretary.

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4. **Changes to Committees.** – The Board may establish, disband, or make changes to any Standing or Ad Hoc committee.

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5. **Committee Chair Appointment.** – With the exception of the Executive Committee, Budget and Finance Committee, Bylaws Committee and Board Development Committee, all Committee Chair shall be selected by the committee members and affirmed by the General Board. All committees shall have a Chair, Co-Chair or Vice Chair who is a Board Member. Committee membership of a Board Member shall be subject to General Board approval.

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6. **Removal of Committee Chairs.** – Committee Members may be removed from a committee if they cannot fulfill the requirements of the Standing Rules for that committee; or by a two-thirds vote of the Standing Rules for that committee; or by two-thirds vote of the currently serving Council Members; or by self-declaring to resign from the committee. Board Members must resign from a committee by self-declaring at a General Board meeting.

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## Article VIII: Meetings

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policies.

### Section 1: Meeting Time and Place.

All meetings, unless virtual or hybrid, shall be held within the Council boundaries at a location, date and time set by the Board of their Committees.

- A. **Regular Meetings.** – Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length of time and format of the public comment period as appropriate.
- B. **Special Meetings.** – The President or a majority of the Board (thirteen Board Members) shall be allowed to call a Special Council meeting.
- C. **Meeting Schedule.** – The Board will make a good-faith effort to avoid scheduling General Board meetings at times when a significant portion of its Stakeholders would not be able to participate. Should unavoidable known meeting conflicts arise, the Board will explain why the meeting was scheduled for that date and time within the meeting agenda.

### Section 2: Agenda Setting.

The Executive Committee shall set the agenda for each General Board meeting. All motions shall originate from a committee.

Any Stakeholder and/or Board Member may make a proposal for action by the Neighborhood Council by submitting a written request to the Executive Board. The Executive Board shall promptly refer the proposal to a Standing Committee.

### Section 3: Notifications/Postings.



The Neighborhood Council shall comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy approved by the Board of Neighborhood Commissioners. Notice of a regular meeting shall be a minimum seventy-two (72) hours in advance of the meeting and at least twenty-four (24) hours in advance of a special meeting.

#### **Section 4: Reconsideration.**

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

1. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
2. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
3. A Motion for Reconsideration may be proposed only by a Board Member that previously voted on the prevailing side of the original action that was taken by the Board (Moving Board Member).
4. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
5. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a draft motion to the Executive Board at least two (2) days in advance of the deadline for posting the agenda for the meeting. The motion must briefly state the reason(s) for requesting the reconsideration, and provide the Executive Board with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
6. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Board Member.
7. The reconsideration process shall be conducted in accordance with the Brown Act.

#### **Article IX: Finances**

1. The Board shall review its fiscal budget and adjust as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.
2. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who regulate the Neighborhood Councils.
3. All financial accounts and records shall be available for public inspection and posted on the SORO NC website. [www.soronc.org](http://www.soronc.org)



4. Each month, the Treasurer shall provide to the Board a detailed Monthly Expenditure Report (MER) of the Council's accounts.
5. The Council will not enter into any contracts or agreements except through the Office of the City Clerk.

## Article X: Elections

### Section 1: Administration of Election.

The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

### Section 2: Governing Board Structure and Voting.

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in [Attachment B](#).

### Section 3: Minimum Voting Age.

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)] [City Ordinance 186760 \(Eff. Date 10-16-2020\)](#) under [Council File 18-0467](#).

### Section 4: Method of Verifying Stakeholder Status.

Voters will verify their Stakeholder status by providing acceptable documentation.

### Section 5: Restrictions on Candidates Running for Multiple Seats.

A candidate shall declare their candidacy for no more than one (1) position on the Neighborhood Council Board during a single election cycle.

### Section 6: Other Election Related Language.

The Neighborhood Council may adopt an alternate selection process rather than participate in a City-conducted election. The Board must approve the selection process by a two-thirds (2/3) vote of the Board Members present.

A selection differs from an election in that individual votes must be made public, e.g., via signed ballots or a public show of hands. The selection process must preserve the goals and objectives of the Council; occur during the same time period as the planned election; include a method for resolving any challenges to the results; and be inclusive, transparent, and non-discriminatory.

## Article XI: Grievance Process

### Grievances Submitted by a Stakeholder

1. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#) Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
2. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity of the Grievance.
3. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:



- a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; or
  - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
4. An inaction by the Board passing the sixty (60) calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with [L.A.A.C. 22.818](#) Subsection (d)(5).
  5. Only the Grievant may appeal a Board's decision pursuant to [L.A.A.C. 22.818](#) Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

#### Grievances Submitted by a Board Member

1. An Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in [L.A.A.C. 22.818](#) Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in [L.A.A.C. 22.818](#) Subsection (d)(6).

#### Regional Grievance Panel

1. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

## Article XII: Parliamentary Authority

The Council shall use the:

1. Robert's Rules of Order when conducting Council meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Neighborhood Council meetings may be developed and adopted by the Board.
2. Standing rules shall be made publicly available on the [www.soronc.org](http://www.soronc.org) website.
3. In the role of Parliamentarian, the Vice President serves as the consulting expert in rules of order and the proper procedures for the conduct of meetings. In the absence of the Vice President, or when the Vice President is conducting the meeting, the Parliamentarian role shall fall in succession to the Treasurer, Secretary, Corresponding Secretary. When only one Executive Board Member is present, the Board Members in attendance shall vote to appoint a Parliamentarian for that portion of the meeting.

These Bylaws supersede the parliamentary rules mentioned above. These Bylaws cannot be suspended, and can only be amended.



## Article XIII: Amendments

1. Any Board Member may propose an amendment to these Bylaws by requesting that at the Executive Committee places the item on the Executive Committee agenda for consideration to be placed on the agenda of the next General Board meeting.
2. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of any Council meeting.
3. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Board meeting.
4. An amendment to these bylaws requires a two-thirds (2/3) vote of the Board Members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
5. Amendments shall not be valid, final or effective until approved by the Department and/or Commission. Once approved, any changes in the Bylaws shall become effective immediately. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners' approval.
6. No amendment shall operate to alter the eligibility of any Board Member to serve on the Neighborhood Council for the remainder of that Board Member's term in which the amendment is approved.

Any Board Member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to the Bylaws Committee to review and to provide recommendations to the Board.

Any approved Board changes to the Bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective.

## Article XIV: Compliance

The Council, its representatives, and all Board Members shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act, the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

### Section 1: Code of Civility.

The Neighborhood Council, its representatives, and all Stakeholder committee members shall conduct all Neighborhood Council business in a civil, professional and respectful manner pursuant to Commission and City regulations.

Any individual who is disruptive at an official Neighborhood Council function may be removed pursuant to the [California Penal Code 403](#).

### Section 2: Training.

Neighborhood Council Board Members, whether elected, selected, or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Neighborhood Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.



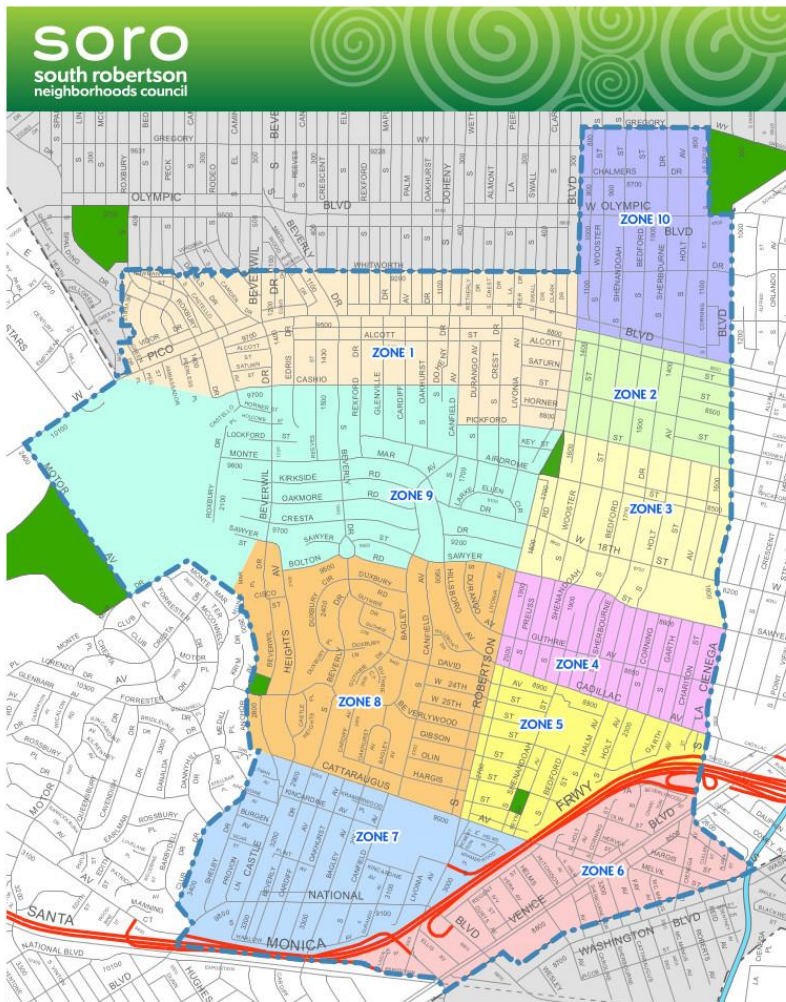
Board Members not completing mandatory trainings provided by the City within forty-five (45) days of being seated or after expiration of the training, shall lose their Neighborhood Council voting rights on all items before the Board.

**Section 3: Self-Assessment.**

Every year, the Neighborhood Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

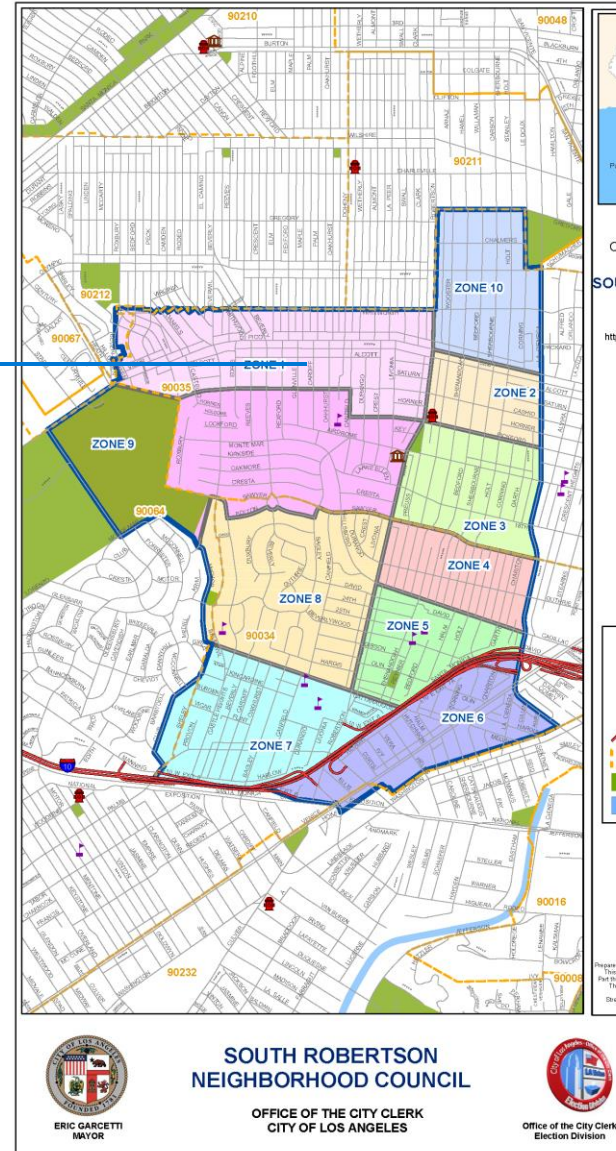


Attachment A: Map of South Robertson Neighborhoods Council



**Boundaries**

 **sononc.org**





## Attachment B: Governing Board Structure and Voting

South Robertson Neighborhood Council – 25 Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident Zone 1 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 1 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community
Resident Zone 2 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 2 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community
Resident Zone 3 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 3 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community
Resident Zone 4 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 4 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community
Resident Zone 5 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 5 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community
Resident Zone 6 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 6 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community
Resident Zone 7 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 7 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community
Resident Zone 8 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 8 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community
Resident Zone 9 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 9 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
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Resident Zone 10 Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years of age at the time of the election who lives within Zone 10 of the	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community
Business Representatives Term: 4 Years	5	Elected	Stakeholders who own, operate, or work in a business or own business property or residential income property within the Council boundaries and who	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community interest Stakeholders.
Organization Representatives Term: 4 Years	3	Elected	Stakeholder who is at least 18 years of age at the time of the election who officially represents organized groups of Stakeholders	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community interest Stakeholders.
At-Large Representatives Term: 4 Years	5	Elected	Any Stakeholder who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 16 years of age at the time of the election.
School Education Representative Term: 4 Years	1	Elected	Stakeholder who works at a school or represents an official school booster organization in the council area and who is at least 18	Any Stakeholder who is at least 16 years of age at the time of the election, excluding community interest Stakeholders.
School Student Representative Term: 1 Year	1	Appointed	Stakeholder who attends a school in the council area and who is between 14 and up to 18 years of age at the time of the election.	By Board appointment.