

West Hills Neighborhood Council
Standing Rules
Approved, Aug., 7, 2013
(As amended Jan, 7, 2016)
(As amended July 6, 2017)

Article V Governing Board, Section 5A Duties and Powers of Board Members

All committees shall have self-written standing rules that shall include:

- A. Criteria for membership and voting in the committee
- B. Definition of what “serving actively on at least one committee” means for the committee
- C. Other rules of operation, if any

The requirement to serve actively on at least one committee shall not be considered fulfilled by participation in the Operations Committee.

Article V, Governing Board, Section 7, Absences:

- A. Absences started being counted effective with the adoption of the bylaws. (May 1, 2013)
- B. A record of attendance for the previous 12 months shall be kept current on the WHNC web site.
- C. Any board member who comes within one (1) absence of being subject to removal shall be notified promptly in writing that he/she is in jeopardy of being removed from the board.
- D. Upon exceeding the permissible number of absences, the board member shall be notified promptly in writing. This notice shall include the relevant absence records and shall notify the board member that he/she may dispute the absence records at the next regular board meeting.
- E. Upon the board’s verification of the absence records at its next regular meeting, the board shall ratify the facts and the subject board member’s seat shall be vacated.

A board member’s inability to be present because they are obliged to attend an event elsewhere on Board business, shall not be considered an “absence” for purposes outlined in this section.

Article 5, Paragraph B, Section 6: Vacancies on the Board (New, adopted 01-17-2016)

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

- A. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Secretary within 30 days of the announcement, of the vacancy and the required posting of the vacancy on the WHNC web site, in a public place, on social media, and by email. Such application forms shall be available on the WHNC website or may be obtained by written request to the secretary of the WHNC.
- B. The Secretary shall immediately transmit the application(s) to the Chair of a designated committee for review and action.
- C. The designated committee shall meet no fewer than seven (7) days of the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.
- D. The committee shall submit all applications and shall make a recommendation of up to two (2) qualified candidate(s), per vacant seat, to the President no fewer than 4 calendar days prior to the next regular board meeting. The President shall have the filling of the vacancy placed on the agenda for a vote at the next regular Board meeting.

Article V, Governing Board, Section 8/9 Censure or Removal of Governing Board Members (As amended 01-17-2016)

Procedures for submitting petitions

- A. A petition must describe in detail the reason(s) for censure or removal as delineated in Article V, Section 8/9
- B. All petitions shall be submitted to the president and vice president, who shall verify that the petition is based upon one of the 3 reasons delineated in Article V, Section 8/9, paragraph D of the bylaws and that, if submitted by a stakeholder, the required minimum 50 signatures are on the petition.
- C. If verified, a complete copy of the petition shall be provided to the subject board member within 5 (five) days of receipt by the president or vice president. Any notice given by mail shall be sent by mail with proof of delivery to the last known address.
- D. The president and vice president shall first attempt to mediate the issues.
- E. An informal meeting of the president, vice president, petition author(s) and the named board member shall take place within 15 days of notification to the named board member to attempt to resolve the issues presented in the petition.
- F. If this mediation is successful no further action will be taken.
- G. If this mediation is not successful the following steps will be taken:
 - 1. The president or vice president shall seek advice of the City Attorney and EmpowerLA.
 - 2. A mediation or facilitation shall be requested through EmpowerLA.
 - 3. If this mediation or facilitation does not take place within 30 days of the request, or if the mediation/facilitation is not successful for any reason the following steps shall be taken:
 - a. If the petition was submitted by a board member, a special meeting of the board shall be called within 15 days from the failure of the mediation for the purpose of the petitioner presenting their case, obtaining the required board signatures on the petition, and proceeding with discussion and possible action.
 - b. If the petition is submitted by a non-board member, a special meeting shall be scheduled only for discussion and possible action
 - (1). At the special meeting, advocates shall present their case which may include discussion, documents and witnesses.
 - (2). Any censure or removal of a Director pursuant to this subsection shall require an affirmative vote of two-thirds (2/3) of the Directors present, and no fewer than 13 (thirteen) affirmative votes.

Article VI Officers of the Board, Section 2 Duties and Powers

Alternatively, the President and/or the Vice President may request of the board that the duties described under Article VI, Section 2.A, “The President” and Article VI, Section 2.B, “The

Vice President” be a shared responsibility and that these two officers of the board be referred to as “Co-Chairs”.

- A. Upon receipt of such a request the board shall take a vote. A two-thirds (2/3) majority vote of the Board Members is required for approval of the motion.
- B. A motion to rescind the Co-Chair relationship may be submitted to the Board by the President or Vice President at any time. A two-thirds (2/3) majority vote of the Board Members is required for approval of the motion.

Section 2: Duties and Powers, Paragraph D: Duties and Powers – Treasurer

The Treasurer shall:

- A. Be a co-signer on the WHNC bank accounts
- B. Be responsible for the WHNC Purchase Card and/or checkbook
- C. Prepare detailed monthly reports to the board that shall include:
 1. Details of all expenses for the month, such as contract labor, committee expenses, administration expenses, etc.
 2. Balances for each detail account
 3. Total expenses for the year to date

Article VI Officers of the Board, Section 5, Removal from Office of an Officer of the Board

- A. The Officer shall be given a minimum of fifteen (15) days prior notice of the proposed removal and provided with a complete signed copy of the written petition for the proposed removal. Any notice given by mail shall be sent by first-class registered mail to the Director at his or her last known address.
- B. The Officer shall be given an opportunity to be heard, either orally or in writing, at the meeting of the Board in which the petition is scheduled to be. Upon a showing of good cause, the Board may grant a continuance of the scheduled meeting for a period of not less than fourteen (14) days but not more than thirty (30) days to allow the subject Director an opportunity to prepare a response.
- C. The Board shall vote on whether or not the Officer shall be removed. An affirmative vote of 2/3 of the board present and no fewer than 13 (13) affirmative votes are required for removal or censure. The officer being considered for removal or censure is not allowed a vote.

Article VII Committees and Their Duties, Section 2: Committee Creation and Authorization

- A. The chair of each committee shall be responsible for seeing that agendas are posted in a timely manner.
- B. If any action is taken in a committee meeting subject to the Brown Act, the names of all committee members attending the meeting shall be recorded in the minutes.
- C. The results of all votes taken in a committee meeting subject to the Brown Act must be recorded in the minutes.
- D. Voting
 - All votes must be recorded and announced orally, by name, unless they are unanimous.
 - All abstentions must be recorded and announced orally.
 - If a member has left the meeting, and is not there for a vote, this must be noted in the minutes for that vote.
 - When a member leaves the meeting it must be announced orally.

Article VII Committees and Their Duties, Section 2 Committee Creation and Authorization, Paragraph B:

The word “present” shall be defined as “providing approved minutes to the designated person for posting within 15 days of having been approved.”

Article IX Finances

The properties and assets of the WHNC are dedicated to the fulfillment of the objectives and purposes set forth in Article III hereof. No part of the properties or assets of this Council, on dissolution or otherwise, shall inure to the exclusive benefit of any private person of individual or any member, Director or chairperson except in the fulfillment of said objectives and purposes. On liquidation or dissolution, all properties, assets or obligations of the City held by the Council shall be returned to the City of Los Angeles in accordance with the directives of the City of Los Angeles Department of Neighborhood Empowerment (or “the Department”).

Article XI Grievance Process

- A. The grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings.
- B. A grievance *only may* be filed against the WHNC board, not an individual board member or officer.
- C. Upon receipt of a grievance, the Board shall refer the matter to an ad-hoc grievance panel composed of three (3) non board member Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel and two (2) board members .
- D. Within two (2) weeks of the panel’s selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
- E. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

Article XIV Compliance, Section 3: Self-Assessment

There shall be two assessments of the Board, one by stakeholders and one by board members, which shall take place within 30 days of the end of each fiscal year.