CITY OF LOS ANGELES
CALIFORNIA

HOLLY L. WOLCOTT
Interim City Clerk

When making inquiries relative to this matter, please refer to the Council File No.

ERIC GARCETTI
MAYOR

Office of the
CITY CLERK

Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
General Information - (213) 978-1133
Fax: (213) 978-1040

SHANNON HOPPES
Council and Public Services
Division

www.cityclerk.lacity.org

October 30, 2013

To All Interested Parties:

The City Council adopted the action(s), as attached, under Council File No. 13-0460, at its meeting held October 29, 2013.

City Clerk
os

File No. 13-0460

EDUCATION AND NEIGHBORHOODS COMMITTEE REPORT relative to an application to name a community Granada Hills.

Recommendations for Council action:

1. APPROVE the application to name a community Granada Hills, within the boundaries as detailed in the attached Bureau of Engineering map dated September 13, 2013, attached to the Council file.

2. INSTRUCT the relevant departments to perform the necessary requirements to effectuate the naming of this community, including but not limited to, the installation of signs.

Fiscal Impact Statement: Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: Yes.

Support Proposal: Granada Hills South Neighborhood Council
North Hills West Neighborhood Council

Summary:

At its regular meeting held October 15, 2013, the Education and Neighborhoods Committee considered an application to change the name of a neighborhood in the North Hills community, to the community name of Granada Hills. The area is part of the Granada Hills/Knollwood Community Plan and currently lies within the northwestern portion of the community of North Hills. The proposed area is completely within the North Hill West Neighborhood council. The application would officially set the southerly boundary of the Granada Hills Community.

A representative from the office of the Councilmember representing the 12th Council district in which the community to be named is located, addressed the Committee relative to the naming application and responded to related questions. The representative reported that the Councilmember representing the 12th Council district is in support for the naming application.

After providing an opportunity for public comment, the Committee recommended that the Council approve the application. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

EDUCATION AND NEIGHBORHOODS COMMITTEE

MEMBER	VOTE
PARKS:	YES
MARTINEZ:	YES
O'FARRELL:	YES

-NOT OFFICIAL UNTIL COUNCIL ACTS-

ADOPTED

OCT 29 2013

LOS ANGELES CITY COUNCIL

FORM GEN. 160 (Rev. 11-02)

CITY OF LOS ANGELES
INTERDEPARTMENTAL CORRESPONDENCE

Date: September 13, 2013

To: Shannon Hoppes, Division Manager
Council and Public Services Division
City Clerk

From: Randy Price, Division Manager
Mapping and Land Records Division
Bureau of Engineering

Subject: Renaming of Community Area as Granada Hills – CF 13-0460

The Bureau of Engineering has reviewed the application submitted to change the community name of a neighborhood in the North Hills community to Granada Hills. This area is part of the Granada Hills Knollwood Community Plan and currently lies within the northwestern portion of the community of North Hills. The proposed area is completely within the North Hill West Neighborhood Council. This application would officially set the southerly boundary of the Granada Hills community.

There are approximately 1,941 properties with an estimated population from the 2010 census of 6,854 people. This community is entirely within Council District 12.

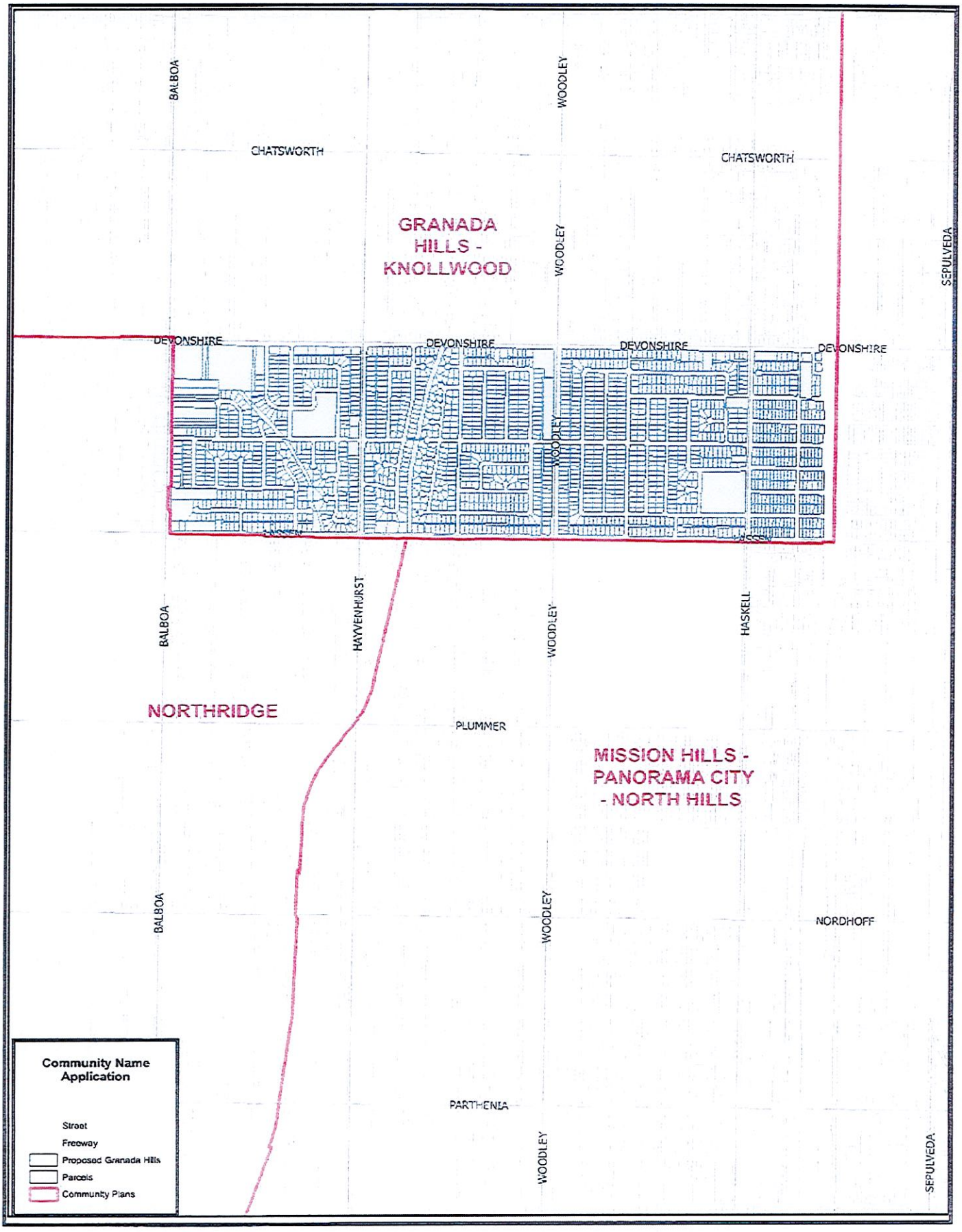
The attached maps show the parcels in the area that are proposed to be included in the new community as shown on the application and the boundaries of the neighborhood councils, council districts, community plans, and historical community boundaries. The proposed Granada Hills area is shown as part of Granada Hills in our historical community boundary map, see attached map.

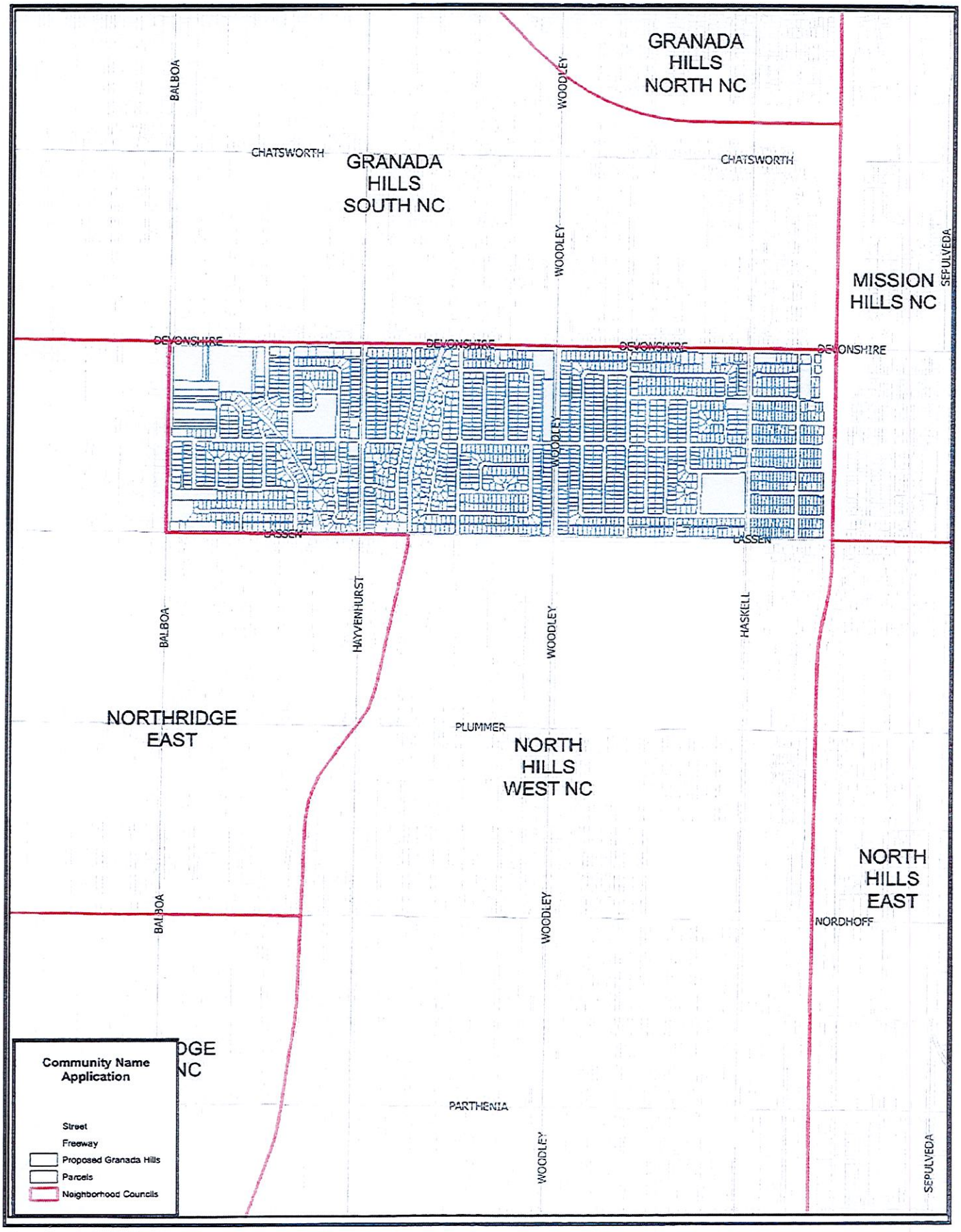
The Bureau of Engineering has no additional pertinent information concerning the historical use of this name for this neighborhood in the community.

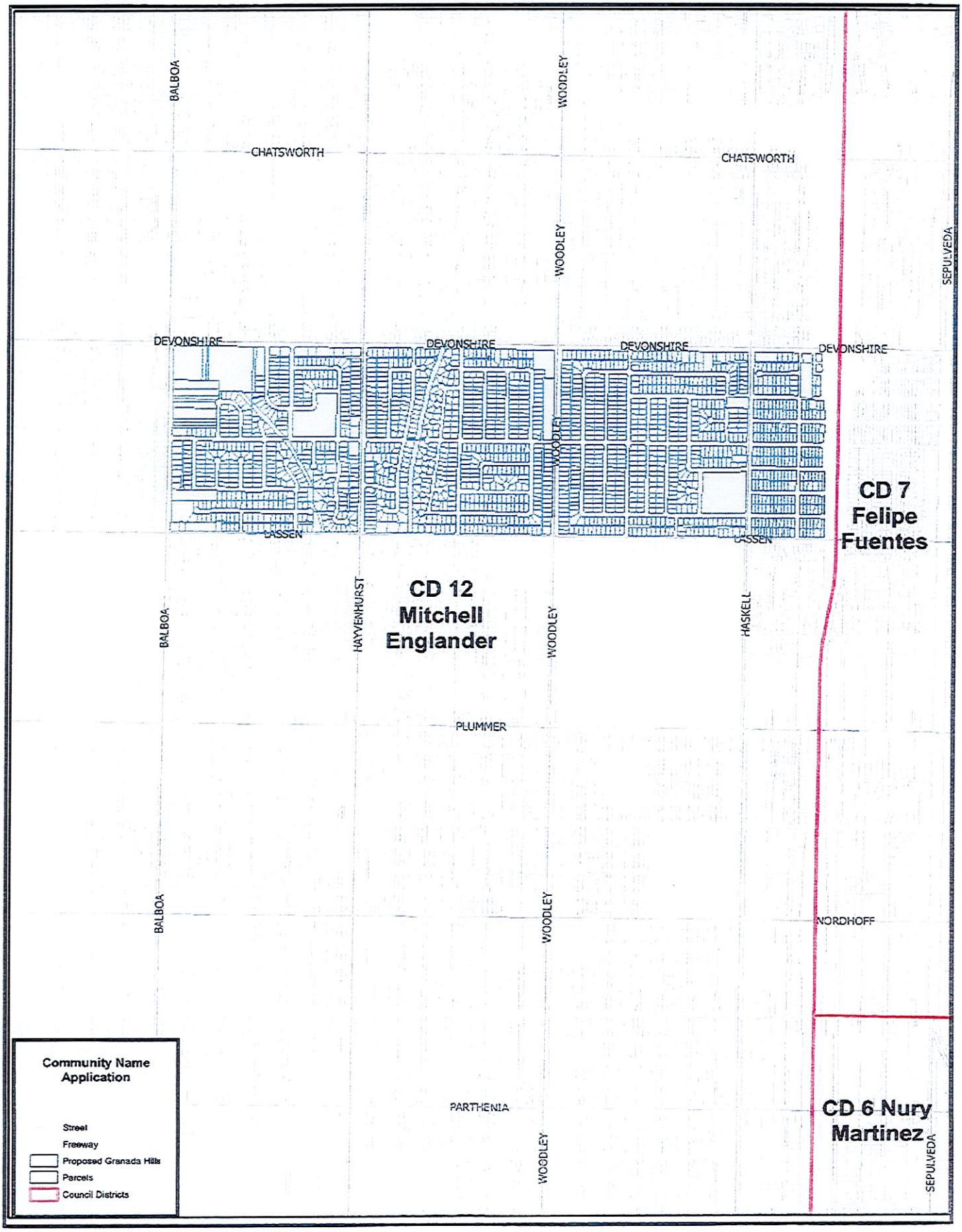
Contact Randy Price at (213) 482-7120 if you have any questions or need further assistance in this matter.

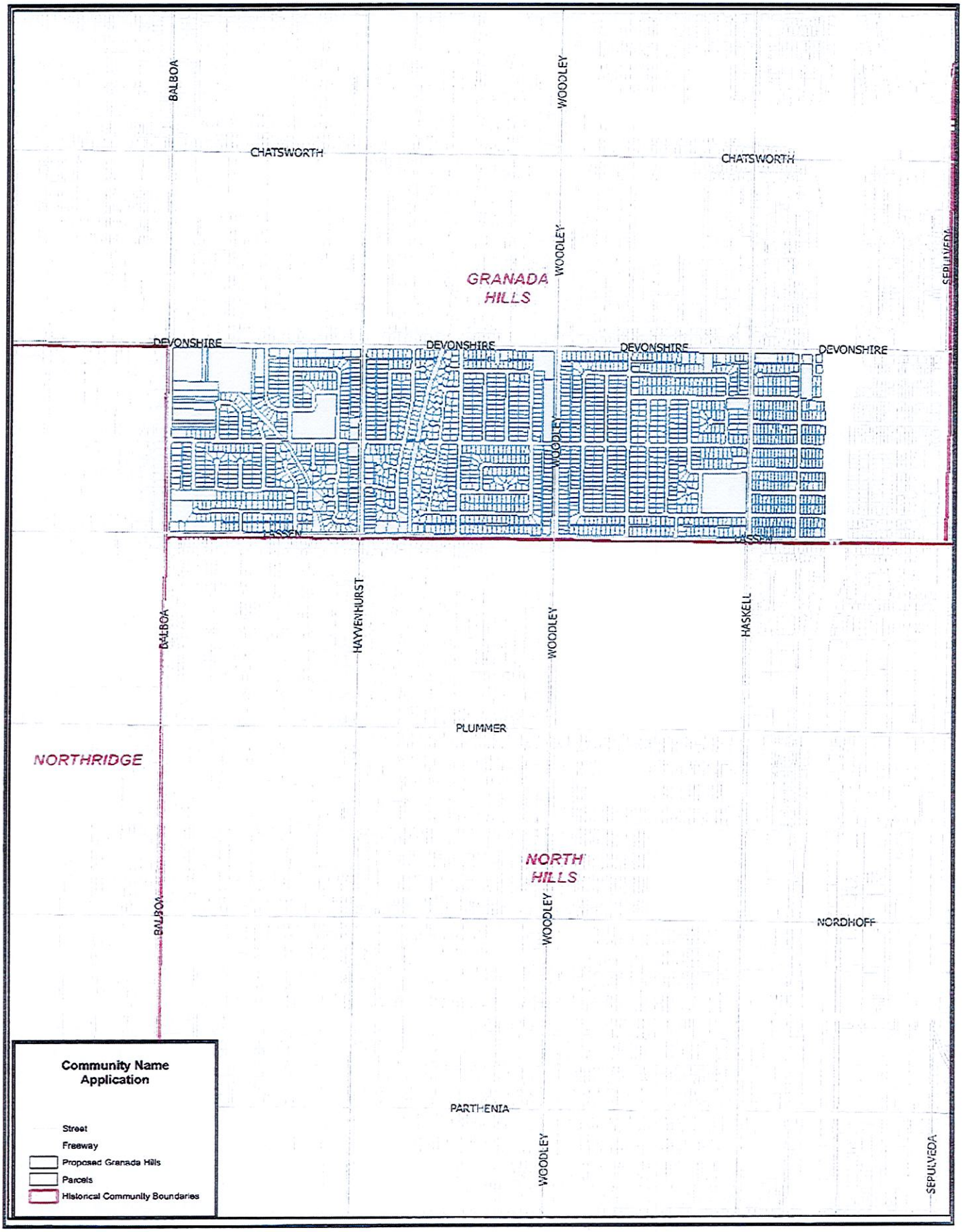
Enclosure

cc: Robert Kadomatsu
Richard Liu


BALBOA
WOODLEY
CHATSWORTH
CHATSWORTH
GRANADA HILLS - KNOLLWOOD
WOODLEY
SEPULVEDA
DEVONSHIRE
DEVONSHIRE
DEVONSHIRE
DEVONSHIRE
WOODLEY
BALBOA
HAYVENHURST
WOODLEY
HASKELL
NORTHRIDGE
PLUMMER
MISSION HILLS - PANORAMA CITY - NORTH HILLS
BALBOA
WOODLEY
NORDHOFF
PARTHENIA
WOODLEY
SEPULVEDA
Community Name Application
Street
Freeway
Proposed Granada Hills
Parcels
Community Plans


GRANADA HILLS NORTH NC
GRANADA HILLS SOUTH NC
MISSION HILLS NC
NORTHRIDGE EAST
NORTH HILLS WEST NC
NORTH HILLS EAST
PLUMMER
PARTHENIA
NORDHOFF
CHATSWORTH
CHATSWORTH
BALBOA
BALBOA
BALBOA
WOODLEY
WOODLEY
WOODLEY
WOODLEY
WOODLEY
SEPULVEDA
SEPULVEDA
DEVONSHIRE
DEVONSHIRE
DEVONSHIRE
DEVONSHIRE
LASSEN
LASSEN
HAYVENHURST
HASKELL
Community Name Application
Street
Freeway
Proposed Granada Hills
Parcels
Neighborhood Councils


BALBOA
WOODLEY
CHATSWORTH
CHATSWORTH
WOODLEY
SEPULVEDA
DEVONSHIRE
DEVONSHIRE
DEVONSHIRE
DEVONSHIRE
WOODLEY
LASSEN
LASSEN
CD 7
Felipe
Fuentes
BALBOA
HAYVENHURST
CD 12
Mitchell
Englander
WOODLEY
HASKELL
PLUMMER
BALBOA
WOODLEY
NORDHOFF
PARTHENIA
CD 6 Nury
Martinez
WOODLEY
SEPULVEDA
Community Name
Application
Street
Freeway
Proposed Granada Hills
Parcels
Council Districts


BALBOA
WOODLEY
CHATSWORTH
CHATSWORTH
WOODLEY
SEPULVEDA
GRANADA HILLS
DEVONSHIRE
DEVONSHIRE
DEVONSHIRE
DEVONSHIRE
WOODLEY
LASSEN
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HAYVENHURST
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HASKELL
PLUMMER
NORTHRIDGE
NORTH HILLS
BALBOA
WOODLEY
NORDHOFF
PARTHENIA
WOODLEY
SEPULVEDA
Community Name Application
Street
Freeway
Proposed Granada Hills
Parcels
Historical Community Boundaries

SOUTHLAND REGIONAL
ASSOCIATION OF REALTORS®, INC.

Morgan,

Our Association, SRAR, uses only the Neighborhood Council boundaries to determine the city within L.A. City limits. Due to this, the area between Lassen and Devonshire and Balboa and the 405 is now (as of 8/2018) considered Granada Hills. Therefore any listings entered within the Lassen, Devonshire, Balboa and 405 area must be entered as Granada Hills in our MLS. If an agent was to enter it as North Hills this would be a violation.

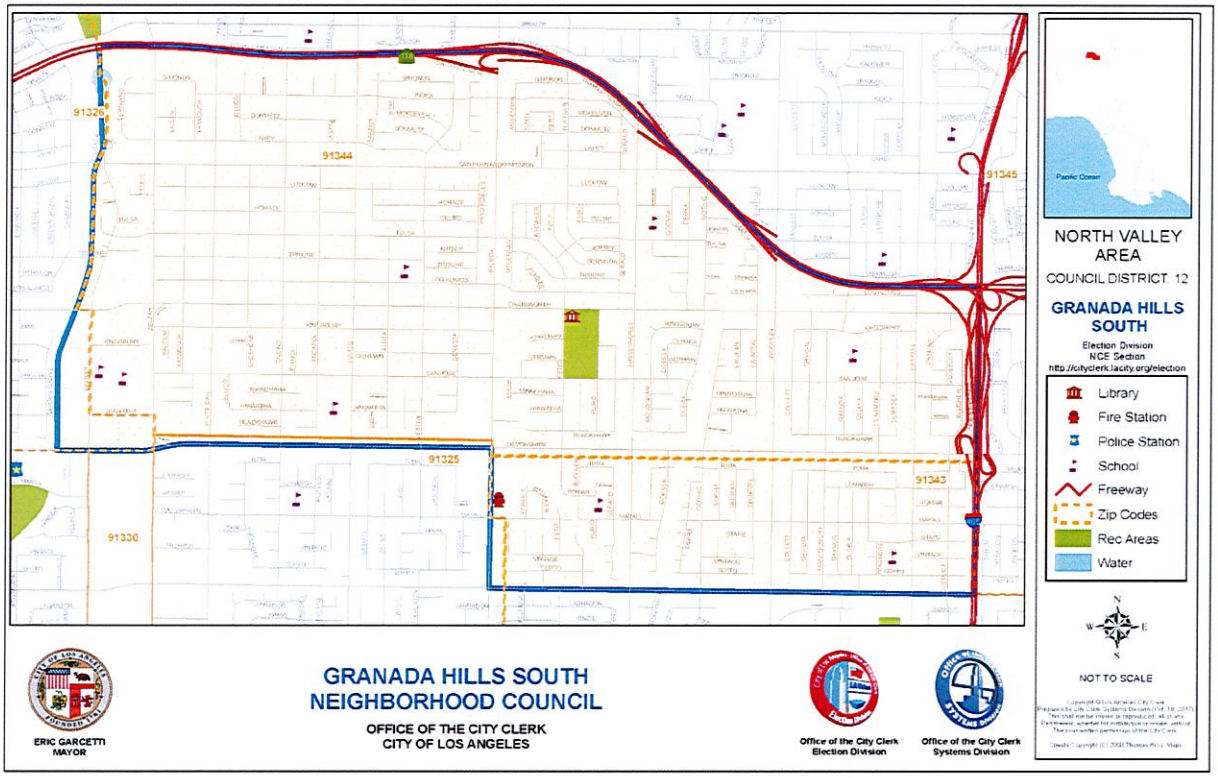
You can also refrence the Neighborhood Council website, GHSNC.org , for further details and a map.

Thank you
Kayla Meeks
Asst. Asssessment Coordinator
Southland Regional Association of Realtors

7232 BALBOA BLVD • LAKE BALBOA

CALIFORNIA • 91406 • 818-786-2110 • FAX: 818-786-3640

ATTACHMENT A - Map of Granada Hills South Neighborhood Council



Granada Hills South Neighborhood Council Bylaws

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ARTICLE I NAME

The name of this Neighborhood Council shall be the Granada Hills South Neighborhood Council ("Neighborhood Council").

ARTICLE II PURPOSE

A. The **OBJECTIVES** of the Neighborhood Council are to:

1. Promote good planning and land use, fair taxation, representative government and the general welfare of the community of Granada Hills ("Community") ;

2. Provide an inclusive open forum for the discussion, deliberation and collaboration of Community issues;

3. Act as an advocate for the Community on issues with government agencies and other organizations;

4. Collaborate with other organizations within the Community to help them in accomplishing their goals which the Neighborhood Council determines to support and are consistent with these Bylaws; and

5. Monitor the delivery and enforcement of city services within our boundary area.

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

1. Inform the membership, stakeholders and others of upcoming issues, activities, projects and/or changes which may affect or have the potential to affect the Community;

2. Avoid interfering in the internal affairs of any individual, group or organization;

3. Provide assistance to individuals and groups in achieving goals which promote Community betterment;

4. Facilitate open debate on all aspects of any issue before the Neighborhood Council (within reasonable parameters determined by the Neighborhood Council Chair or acting chair of the meeting);

5. Make recommendations for civic action consistent with these Bylaws;

6. Have fair and open procedures for the conduct of Council business;

7. 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, homeowner/renter status, income, or political affiliation; and

8. Utilize the Early Notification System to inform the Council on matters involving the City of Los Angeles and our Community to enhance involvement in the decision-making process.

9. Refrain from acting as a political organization or providing active support to any candidate or political organization. The Neighborhood Council may adopt a position in support of, or opposition to, a ballot measure or legislation; however, no public funds may be expended to advance such a position.

10. Refrain from affiliating itself with any partisan political groups or organizations.

ARTICLE III BOUNDARIES

Section 1: Boundaries – The area within the following boundary lines shall define the Neighborhood Council:

A. WEST: Aliso Canyon Wash; Balboa Blvd. south of Devonshire
B. NORTH: 118 Freeway
C. SOUTH: North of Devonshire Street; Lassen Street east of Balboa Blvd.
D. EAST: 405 Freeway

In addition, a City Facility, Fire Station 87, 10124 Balboa Boulevard, Granada Hills 91344 shall be shared with the Granada Hills South Neighborhood Council and Northridge East Neighborhood Council.

Section 2: Internal Boundaries – Not Applicable.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. Stakeholders shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Neighborhood Council is headed by a Board of Directors ("Board"), which is elected by the Stakeholders of the Neighborhood Council. The Board shall represent the

Stakeholders in the boundary of the Neighborhood Council.

Section 1: Composition – The Board shall consist of seventeen (17) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders and the immediate past President as an ex-officio non-voting Board member.

The composition of the Board shall be as follows:

A. **At-Large Directors** – Seventeen (17) Directors shall be elected as "At-Large." An At-Large Director is any Stakeholder as defined in Article IV.

Membership in the Neighborhood Council is automatically forfeited when one no longer lives, works, owns property, in the neighborhood and also to those who no longer declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may no longer participate or be a member in a community organization such as, but not limited to , educational, non-profit and /or religious organizations.

The Board shall reflect the diversity of the Neighborhood Council's Community Stakeholders. Accordingly, no single Community Stakeholder group shall comprise a majority of the Board unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment ("Department").

Section 2: Quorum – A quorum shall be nine (9) of the seventeen (17) Directors on the Board must be established before any official meeting or official Board action is taken.

Section 3: Official Actions – Once a quorum is established, the Neighborhood Council will take official action by a simple majority vote by the board members present and voting, not including abstentions. A majority shall be defined as any number in excess of 50% of the votes cast, exclusive of recusals. Abstentions do not count as a vote.

A Director who is less than eighteen (18) years of age shall be precluded and shall recuse him-or herself from voting on matters regarding expenditure of funds, entering into contracts, contractual matters, or determinations that will advise any third party in City government on a contract or contract related matter, including contract terms.

Section 4: Terms and Term Limits – Directors shall serve a term of two (2) years.

Section 5: Duties and Powers – It is the responsibility of the Directors elected to represent all the Stakeholders in the Neighborhood Council.

No Officer, Board Director or Committee Chair shall be entitled to receive a profit from activities associated with Neighborhood Council business. This is not to prohibit Board reimbursement of any Officer, Director or Committee Chair for approved out-of-pocket

expenses used for Neighborhood Council business pursuant to City policies and procedures.

Section 6: Vacancies – Vacant positions on the Board shall be filled by a majority vote of the Board. Such appointed Directors shall meet the requirements of that vacant seat as specified in these Bylaws and shall complete the term of the replaced Director.

Section 7: Absences – Any Director who fails to attend six (6) board meetings in any two (2) year period or has three (3) unexcused absences in any one (1) year period may be removed by a majority vote of the Board. The Board shall consult with its legal counsel, the Office of the City Attorney throughout the removal process.

Section 8: Censure – The Council may take action to censure a board member for violation of the Code of Conduct during meetings or action taken within the course of a board member's official duties. A motion to censure must be placed on the agenda and approved by a majority of board members present and voting. The Council shall consult with the Office of the City Attorney throughout any Board Censure process.

Section 9: Removal – See Section 7 above. The Council may take action to remove a board member for violations of the Code of Conduct during meetings or actions taken within the course of a board member's official duties. A motion to remove must be placed on the agenda and approved by a majority of board members present and voting. The Council shall consult with the Office of the City Attorney throughout any Board Removal process.

Section 10: Resignation – Resignations shall be made in writing and are effective 24 hours after receipt by the Board President, unless withdrawn in the meantime. Board President shall notify the Board by email within 72 hours after the resignation becomes effective.

Section 11: Community Outreach – The Neighborhood Council shall have a standing Community Outreach Committee which will report its activities and recommendations to the Board monthly at the regular Council meeting pursuant to Article VII, Section 1A.

The Neighborhood Council is committed to developing a system whereby pertinent information transmitted through the City's Early Notification System shall be made available in a timely manner.

ARTICLE VI OFFICERS

Section 1: Officers of the Board – The Executive Officers ("Officers") are: President, Vice President, Secretary, and Treasurer.

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:

A. The President shall:

1. preside over all Neighborhood Council General and Special Meetings and determine whether a quorum of Directors is present;

2. appoint all Standing Committee Chairs from the Board with the approval of the Board;

3. appoint all Standing Committee members, Ad Hoc Committee Chairs and Ad Hoc Committee members from Stakeholders (including the Board) with the approval of the Board;

4. represent or appoint a Designee to represent the Neighborhood Council on issues of community concern;

5. appoint a Parliamentarian (who shall not be from the Board) from among the Stakeholders; and

6. be an ex-officio member of all Standing Committees.

B. The Vice-President shall:

1. preside over meetings in the absence of the President and serve if the President is unable to serve; and

2. secure the meeting location and any necessary permits for Neighborhood Council General and Special Meetings.

C. The Secretary shall:

1. record minutes of all meetings; make said minutes available to interested parties;

2. post meeting notices in accordance with the Brown Act;

3. act as custodian for all records of the Council, maintaining said records in appropriate form, excluding finance and membership records;

4. file all documents, reports, certificates and writings in compliance with federal, state and local law;

5. submit required Neighborhood Council information to the City of Los Angeles;

6. and perform these responsibilities in conjunction with other Directors, while retaining responsibility for said duties.

D. The Treasurer shall:

1. serve as financial officer for the Neighborhood Council and maintain procedures for accountability in accordance with the Department guidelines and GAAP (Generally Accepted Accounting Principles);

2. prepare all budgets and records for Neighborhood Council funds;

3. act as custodian of all financial accounts, books and records of the Neighborhood Council and maintain these records in an appropriate form, provide a report to the Board, at least quarterly, on all financial matters and provide open access to financial records when requested.

E. The Parliamentarian shall settle questions on parliamentary procedure using a current revision of Robert's Rules of Order as well as the Neighborhood Council Bylaws provided that neither conflicts with the Brown Act.

Section 3: Selection of Officers – Executive Officers shall be elected at the first meeting following a Board member election by the Board.

Section 4: Officer Terms – Officers shall serve two (2) year terms and shall serve at the will of the Board.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing

A. Beautification Committee. This committee shall have no fewer than three (3) members, and its responsibilities are to work with other neighborhood organizations, City Departments, and Stakeholders to improve the appearance and aesthetics of Granada Hills.

B. Budget Committee. This committee shall have no fewer than three (3) Board Members. It will keep the Board informed of the accounts, and advocate for the GHSNC budget to DONE and the L.A. City Council.

C. Bylaws and Rules Committee. This committee shall have no fewer than three (3) Board Members whose responsibilities are the regulations governing this Neighborhood Council, and keeping the bylaws and rules of the Council up-to-date as

may be prescribed by the Department of Neighborhood Empowerment.

D. Community Outreach Committee. This committee shall be responsible for coordinating information exchange between Stakeholders, the Board and all outside community groups; shall seek out prospective Stakeholders and potential Directors from groups which are under-represented in the Neighborhood Council; shall report to the Board monthly on its outreach efforts for the month, the Committee's suggestions for further improving communication and outreach for the Neighborhood Council; shall update the Board on the Committee's ongoing communication and outreach project projects; establish measurable goals with deadlines that may track progress toward the overall objectives for improving communication and outreach; will distribute periodic announcements to all Stakeholders within the boundaries of the Neighborhood Council; shall be responsible for establishing written procedures for communicating with all Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner in accordance with the Plan for a Citywide System of Neighborhood Councils ("Plan"); will endeavor to use modern technology to its advantage to deliver information to Stakeholders.

E. Education Committee. This committee shall have no fewer than three (3) Board Members. It shall keep the Council abreast of education issues.

F. Government Affairs Committee. This committee shall be made up of five (5) Board Members whose primary duties are to formulate Community Impact Statements (CIS).

G. Membership Committee. This committee shall be responsible for establishing and maintaining all membership records of the Neighborhood Council. This shall include names, addresses and email addresses of all members. These records will remain private and only be used by the Neighborhood Council for official purposes. Stakeholders' personal information will remain private to the extent allowed by law.

H. Planning and Land Use Management Committee. This committee shall have no fewer than three (3) Board Members. It will oversee planning and land use issues.

I. Public Safety and Emergency Preparedness Committee. This committee shall have no fewer than three (3) Board Members who will assist and advocate for the Council on all safety related issues.

J. Other Committees. Other Standing Committees as identified in the Standing Rules, appointed by the President, and approved by the Board

Section 2: Ad Hoc – It is anticipated the President and the Board may wish to create Ad Hoc Committees and appoint Stakeholders (including Directors) as head of those committees. This action shall be done with the approval of a majority of Directors during a regular meeting.

Section 3: Committee Creation and Authorization

A. No more than five (5) Directors of the Board may serve on a Standing Committee, which additionally may be comprised of any number of Stakeholders deemed appropriate.

B. The quorum needed to conduct official meetings will be a majority of existing committee members. A Standing Committee may take official action by a simple majority vote of members present.

C. Committee actions, recommendations and policies shall be subject to approval by the Board of Directors.

D. Committee Chairs shall set the agendas for their respective committees.

E. Committee meetings shall be regularly scheduled as to place and time, and fall under the Brown Act. Committee chairs shall preside.

ARTICLE VIII MEETINGS

All meetings, including posting and notifications of agendas, 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, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place

A. General Meetings – The Board shall meet at least quarterly on a consistent day and time, and at a regular location within the boundaries of the Neighborhood Council. If a meeting day falls on a holiday, or there is another reason to change the date or venue, the change shall be posted on the website and at a minimum of five (5) public locations seventy-two (72) hours prior to the new meeting.

B. Special Meetings – If urgent action is required to respond to an item or situation, the President or Vice President may convene a Special Meeting with concurrence of at least five (5) other Directors. A Special Meeting may also be called at any time by fifty (50) Stakeholders of the Neighborhood Council petitioning the Board. A quorum of Board Members is required to take official Board action at Special Meetings.

C. The Neighborhood Council will work with the Department to obtain approved meeting sites which are ADA compliant.

D. Public Comment and Testimony Period – All meetings of the Neighborhood Council, including Special Meetings, shall be conducted under the provisions of the Brown Act and shall be open to the Public. Public comment and testimony shall be taken after an item is presented, but before it is voted on by the Board.

E. Adjournment and Suspension of Meetings – All meetings may be adjourned or suspended to another specified date, time and place not beyond the next regularly scheduled meeting of the Board. Such adjourned and suspended meetings must meet notification requirements in the Brown Act.

Section 2: Agenda Setting - The agenda for all Neighborhood Council General and/or Special Meetings shall be set by the President. Stakeholders, and Board members, may make requests to add particular items to a future agenda during the public comment period and/or Board comment period at a meeting of the Neighborhood Council.

Section 3: Notifications/Postings - Agendas for Board meetings and committees shall be posted on the Neighborhood Council website and at one (1) public site, as well as to DONE's Early Notification System with a minimum of seventy-two (72) hours' notice prior to Regular Meetings and twenty-four (24) hours' notice prior to Special Meetings in accordance with the Ralph M. Brown Act and the Neighborhood Council Agenda Posting Policy.

Section 4: Reconsideration – The Board is the only body authorized to make decisions for the Neighborhood Council. Any Stakeholder within the Neighborhood Council boundaries may make a request during the public comment section of the same meeting that a Board item be reconsidered. However the decision to reconsider must be made by the Board.

The Board may reconsider or amend its actions through the following Motion for Reconsideration process, in accordance with the Brown Act:

A. The Board approval of a Motion for Reconsideration must take place during the same meeting in which the Board acted, or during the next regularly scheduled Board meeting. This will not prevent the Board from convening a Special Meeting within the specified time frame to address a Motion for Reconsideration.

B. Before reconsidering a matter, the Board must approve a Motion for Reconsideration and may then re-hear, continue, or take action on the item, subject to limitations stated in the Motion for Reconsideration.

C. A Motion for Reconsideration shall be proposed only by a Director (the "Moving Board Member") who voted on the prevailing side of the original action. The Moving Board Member shall make the Motion for Reconsideration by either:

1. an oral motion made during the same meeting where the action that is the subject of reconsideration occurred; or

2. properly placing the Motion for Reconsideration on the agenda of a meeting occurring within the time periods stated above.

D. If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, the Motion must be placed on the agenda by submitting a memorandum to the President and Secretary at least three (3) days in advance of the deadline for posting notices for the meeting. The Moving Board Member's memorandum must briefly state the reason(s) for requesting reconsideration and provide the language necessary to complete the information to be stated in the agenda, including a description of the Motion for Reconsideration, the item to be re-heard, and a proposed action that may be adopted by the Board if the motion is approved.

E. A Motion for Reconsideration brought before the Board may be seconded by any Board member during the public hearing.

F. This reconsideration process shall be conducted at all times in accordance with the Brown Act, including that: any discussion on the issue remain within permissible discussion parameters; that any decision is made during the public hearing; and that if the Motion for Reconsideration is considered at a subsequent meeting to the meeting where the act that is the subject of reconsideration occurred, then the Motion for Reconsideration is properly listed on that meeting's agenda.

ARTICLE IX FINANCES

The Neighborhood Council shall comply with all financial accountability requirements as specified by City Ordinance and with financial reporting requirements prescribed by the Department.

Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts. The Neighborhood Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election – The Neighborhood Council elections 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 Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age – All Community Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the Neighborhood Council elections.

Section 4: Method of Verifying Stakeholder Status – Voters will verify their Stakeholder status by providing acceptable documentation.

Section 5: 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 may declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language

A. Notification shall be posted on the Neighborhood Council website and at one (1) public site.

B. Each candidate for Director may address Stakeholders at a Candidate Forum prior to the voting process.

ARTICLE XI GRIEVANCE PROCESS

The formal grievance process for the Neighborhood Council shall be as follows:

A. Any grievance by a Stakeholder must be submitted in writing to the Board.

B. At the next regularly scheduled General Meeting following receipt of a submitted grievance, the Board shall compile a list of Stakeholders who wish to serve on a grievance panel. The list of potential panelists shall remain open for seven (7) days following the meeting date so that others who express interest may be added to the list.

C. At the end of the seven-day period, the Board Secretary shall randomly draw five (5) names to serve on the Ad Hoc grievance panel. The Board shall determine the method of randomness.

D. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss resolutions. The meeting shall be held

within fourteen (14) days of panel selection. The Secretary shall facilitate the meeting.

E. After hearing the grievance, the panel will deliberate solutions and draft a report and recommendation for presentation at the regularly scheduled Board meeting.

F. The Secretary will add the grievance panel's recommendation to the agenda of the next regularly scheduled General Meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting, but the matter shall not be discussed among the Board until the matter is heard at a meeting of the Board pursuant to the Brown Act.

G. The Board shall hear the grievance, take into consideration the grievance panel's recommendation and shall vote by official action at that time on the matter.

H. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board. Those grievances can be aired at regular meetings. Rather, the process is intended to address matters involving procedural disputes, e.g., Board failure to comply with these Bylaws. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

I. In the event a grievance cannot be resolved through this process, the matter may be referred to the Department for consideration.

ARTICLE XII PARLIAMENTARY AUTHORITY

Neighborhood Council business shall be conducted in accordance with the Brown Act, any applicable local, state and federal law, neighborhood council Bylaws (if not in conflict with the above mentioned laws), then Robert's rules of Order (if not in conflict with the above mentioned laws and Bylaws).

ARTICLE XIII AMENDMENTS

All suggested amendments to these Bylaws shall be submitted in writing, facsimile or e-mail to the Secretary, who shall place suggested amendments on the agenda of the next Board meeting for discussion and vote. These Bylaws shall be amended by a two-thirds (2/3) majority vote, meaning that two-thirds (2/3) of the votes cast, exclusive of recusals, must be in the affirmative. Amendments approved by the Neighborhood Council shall be forwarded within two (2) weeks to the Department and shall not be valid, final or effective until approved by the Department.

ARTICLE XIV COMPLIANCE

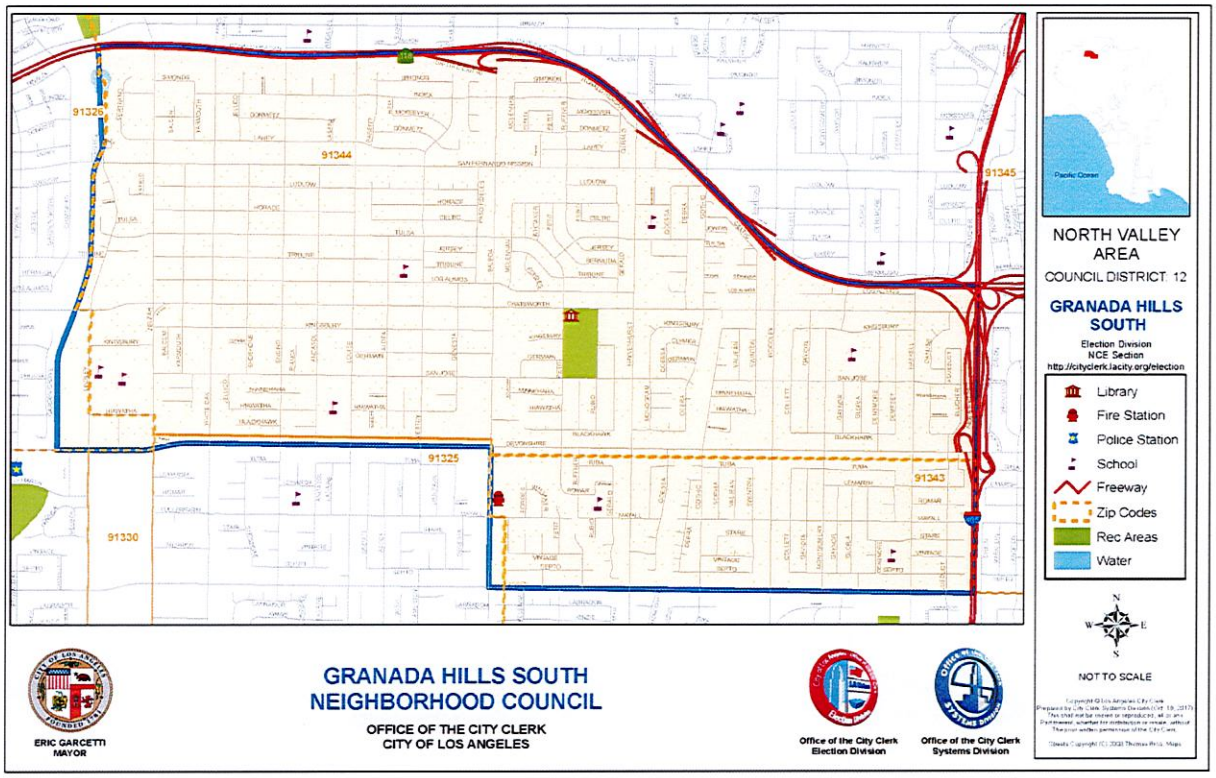
The Neighborhood Council, its representatives, and all Stakeholders shall: (1) refrain from violating the Bylaws; (2) be subject to any and all applicable Ethics Laws; and (3) abide by the Plan and all applicable local, county, state and federal laws.

Section 1: Code of Civility – The Neighborhood Council, its representatives, and all Stakeholders shall endeavor to conduct Neighborhood Council business in a professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training – All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment – Intentionally left blank.

ATTACHMENT A - Map of Granada Hills South Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Granada Hills South Neighborhood Council – 17 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBLITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Member-at-Large Directors Term: 2 Years	17	Elected	Any stakeholder 16 years or older who lives, works or owns real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.	Any Stakeholder 16 years or older who lives, works, or owns real property in the neighborhood, and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.