APPROVED

MISSION HILLS NEIGHBORHOOD COUNCIL

BYLAWS

Mission Hills, California
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ARTICLE I
NAME

Upon certification, the name of this neighborhood council shall be Mission Hills Neighborhood Council (MHNC), an officially recognized advisory council hereby part of the Los Angeles citywide system of neighborhood councils.

ARTICLE II
PURPOSE, MISSION and POLICY

A. The PURPOSE of the MHNC is to participate as an advisory body on issues of concern to the MHNC and in the governance of the City of Los Angeles and to bring together all stakeholders within the community.

B. The MISSION of the MHNC is:

1. To serve all members as the coordinating and information clearinghouse for community issues. The issues to be addressed will be determined by the MHNC Board of Governors (Board) with input from the stakeholders.
2. To provide an inclusive open forum for public discussion of strategic issues concerning City governance, the needs of this community, the delivery of City services to the Mission Hills area, and on matters of a citywide nature.

C. The POLICY of the MHNC shall be:

1. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in the MHNC.
2. To remain non-partisan with respect to political party affiliations and inclusive in operations including, but not limited to the election process for governing body and the appointment of committee members.
3. To utilize the Early Notification System to inform the Stakeholders of matters involving the City of Los Angeles and Mission Hills in a way that is tailored to provide opportunities for involvement in the decision-making process.
4. To encourage all Community Stakeholders to participate in all activities of the MHNC.
5. To prohibit discrimination against any individual or group in the operations, policies, recommendations and actions of the MHNC on the basis of race, color, creed, religious affiliation or belief, national origin, ancestry, sexual orientation, age, disability, marital status, gender, financial situation and/or economic status, sex, income, or political affiliation or belief, or perception of any of the aforementioned.
6. To have fair, open, and transparent procedures for the conduct of MHNC business.

ARTICLE III
DEFINITIONS

A. BOARD shall mean a Governing Body within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils also to be known herein as the Board of Governors.

B. COUNCIL shall mean the Mission Hills Neighborhood Council.

C. COUNCIL MEETING shall mean a meeting of the Board and Stakeholders.

D. CHAIR shall mean the President or presiding officer of the Board.

E. VICE CHAIR shall mean the Vice-President or second in charge behind the Chair at meetings of the Board.

F. TREASURER shall mean a member of the Board also charged with the responsibility of establishing an accounting system for the MHNC, maintaining the records of the MHNC's finances and book of accounts, and preparing any financial reports for the Department of Neighborhood Empowerment (DONE) pursuant to the Plan for a Citywide System of Neighborhood Councils.

G. RECORDING SECRETARY shall be a board member who shall record, maintain, archive and make available to the public the minutes of each regular, special and executive committee meeting.

H. COMMUNITY STAKEHOLDER or STAKEHOLDER shall mean any individual who lives, works or owns property in the MHNC area. Stakeholders are also individuals actively involved in educational institutions, religious institutions, community organizations, homeowners associations, school/parent groups, youth groups and service organizations that are in the MHNC area. MHNC stakeholder status does not include passersby or patrons of MHNC area businesses.

I. MEMBERSHIP shall mean, and is synonymous with COMMUNITY STAKEHOLDER or STAKEHOLDER.

J. AREA shall mean the geographic area as set forth in ARTICLE VI.

K. OFFICIAL ACTION shall occur when the BOARD approves, fails to approve, or disapproves by vote any resolutions, positions or decisions with respect to an item on its agenda which becomes the official or representative voice on said item for the MHNC.

ARTICLE IV
MEMBERSHIP/COMMUNITY STAKEHOLDER

MEMBERSHIP in the MHNC is open to all COMMUNITY STAKEHOLDERS or STAKEHOLDERS, as defined above.

ARTICLE V
COMMUNICATION WITH STAKEHOLDERS

The Mission Hills Neighborhood Council will establish a procedure for communicating with all of its Stakeholders on a regular basis in a manner ensuring information is disseminated in an even and timely manner.

ARTICLE VI
NEIGHBORHOOD COUNCIL BOUNDARY AREA

The area served by the Mission Hills Neighborhood Council is bounded by the San Diego freeway (I-405) on the west, the center of Lassen Street on the south in an easterly direction until the Pacoima Wash, at that point, a due east prolongation of the center of Lassen Street to Woodman Avenue (not following the curve of Lassen Street to the Northeast at that point so as to include the HOA property at 14650 Lassen Street), the Pacoima wash on the southeast to Woodman Avenue, then by Woodman Avenue to the intersection of the above mentioned prolongation, the Golden State Freeway on the northeast, north of Rinaldi Street and the City of San Fernando between Rinaldi Street and the Pacoima wash.

ARTICLE VII
BOARD OF GOVERNORS

A. There shall be thirteen (13) Community Stakeholders elected to serve as the MHNC Board of Governors as follows:

   1. Three (3) at large
   2. Four (4) residential homeowners (including condominium owners)
   3. Two (2) residential renters (inclusive of apartments, condominiums, multiplexes and single family dwellings)
   4. Two (2) business owners
   5. One (1) business property owner
   6. One (1) employee

   The MHNC shall strive for stakeholder diversity when selecting its Board. At no time, however, shall a single stakeholder group comprise a majority of the Board, unless extenuating circumstances warrant and are approved by the City of Los Angeles Department of Neighborhood Empowerment.

B. Of the thirteen elected board members there are five Executive Officers which shall be appointed by the board from the members of the board to serve at the will of the board:

   1. CHAIR, who shall chair the regular, special, and Executive Committee meetings, and who shall be the MHNC representative to other Los Angeles

neighborhood councils and to the Los Angeles City Council (or the Chairperson may delegate someone to represent the MHNC to these bodies).

2. VICE CHAIR, who shall assume the duties of the Chairperson when the Chairperson is unavailable or otherwise unable to perform his/her duties, and who shall assist the chairperson in his/her duties at the direction of the Chairperson.
3. RECORDING SECRETARY, who shall be responsible for recording the minutes of each regular, special, and Executive Committee meeting, and who shall maintain and archive these records and strive to make the record of each meeting available to the public by suitable means. The Recording Secretary may delegate a person to take minutes at a meeting, if the Secretary's attention will be needed on a matter before the Board.
4. CORRESPONDING SECRETARY, who shall be responsible for maintaining the contact lists of MHNC Board members and community stakeholders, and who shall be responsible for posting notices of meetings and elections, and other items of interest to the MHNC community stakeholders; and other correspondence duties at the direction of the Chairperson, including but not limited to correspondence with other Los Angeles neighborhood councils and the various Los Angeles City Government agencies.
5. TREASURER, who shall be responsible for holding the monies of the MHNC, and for maintaining records of income and expenditures and current balance, and keeping the records current. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements.

Appointment of executive officers shall be the first order of business of the newly seated board, following the certification of the annual election results. This initial meeting will be facilitated by DONE until the appointments are completed.

C. All board members are expected to set aside their community stakeholder group status and act in the interest of MHNC.

D. The Board will also include non-voting members elected by stakeholders during regular elections. If a member cannot be elected for each position for any reason, each vacancy shall be filled by board appointment using the same process used to fill any other vacancy on the Board (Article VIII, section H). These members are entitled to all rights and privileges afforded other Board members exclusive of the right to vote on items that come before the Board.

1. One (1) non-voting youth Board member not younger than 13 (thirteen) and no older than 17 (seventeen) will be elected by their stakeholder peers of the same age group not to exceed 17 (seventeen) years of age under the same provisions as those for the election of other Board members. The term of this office will be one (1) year or until a successor is seated, whichever comes first.

ARTICLE VIII
ELECTION OF THE BOARD OF GOVERNORS

A. Interim Board: Upon certification of the MHNC by the Board of Neighborhood Commissioners, thirteen members of the MHNC Formation Committee will serve as the Board in an interim capacity until the elected board is seated. The authority of the Interim Board is limited to the conduct of administrative functions and the initial election for the MHNC. The interim board will operate under the same rules as the elected board for making decisions.

B. First Election of the Board of Governors: The first election will be held for all thirteen (13) seats on the Board within a reasonable time of the MHNC being certified, but not longer than 180 days.

1. All thirteen (13) seats will be elected. The six (6) members with the greatest numbers of votes will serve two (2) years terms or upon the seating of the successors. The seven (7) members with fewer votes will serve one (1) year terms or upon the seating of the successors.
2. The First Election Day will be announced sixty (60) days prior to the date of the election.
3. No MHNC business shall be conducted in conjunction with the Annual First Election.
    a. Each person who is a Stakeholder, who is of legal voting age prior to the opening of the election shall be entitled to one (1) vote for each open position on the Board.
    b. No cumulative voting is allowed, i.e., a stakeholder may not cast more than one (1) vote per candidate. Voting by proxy shall not be allowed.

    The vote will be taken and results tallied and announced at the close of the Election (and according to other rules established by the Board), which will be open to all Stakeholders.
4. This election shall be held and coordinated with the assistance of the City of Los Angeles Department of Neighborhood Empowerment (DONE).
5. All elections will be determined by plurality of vote
    a. All elections for the board will be by secret/anonymous ballot.
6. A neutral third party will conduct the initial elections, and a separate neutral third party will resolve any election challenges.

C. Second Election and Subsequent Annual Elections:

1. Election Day shall be in the First Quarter of the year with those elected taking office upon certification of the election results.

2. Each year either six or seven board seats will be up for election. Beginning with the second annual election seven seats will be up for election. The next year the other six seats will be up for election. Each seat will be elected for a term of two (2) years.
3. No MHNC business will be conducted in conjunction with the Second or Annual Elections.

D. Term Limits: In order to encourage diversity of Stakeholder participation, no Board Member shall serve more than eight (8) consecutive years on the Board. Serving on the Interim Board does not count toward this period of service.

E. Outreach: The Board shall direct that a system of outreach be instituted to find and obtain nominees for subsequent elections to the Board. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth a reasonable effort to inform and to give every Stakeholder desiring to participate on the Board an opportunity to become a Board member. To that end, a period of at least sixty (60) days prior to any election shall be given to prospective Board members for the purposes of soliciting Stakeholder support.

F. Committees: The Board shall create a system for the election, selection or appointment of Stakeholders to committees, subcommittees and/or ad hoc committees, as the need arises. All committees established or disbanded shall be noted in the minutes by the Secretary.

G. Loss of Eligibility: Governing Board members must be Stakeholders during their entire term of office. Should a Board member have a change of status such that they no longer qualify as a MHNC Stakeholder, upon determination by the Board of the change of status the member will be removed by a vote of at least nine (9) members of the Board, exclusive of the member subject to the removal. Enforcement of this removal provision is subject to consultation with the Council's legal counsel, the Office of the City Attorney, throughout the removal process.

H. Vacancy on the Board: A vacancy on the board shall be filled by the following procedure:

1. Any Stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application to the Secretary.
2. The Secretary will forward the names of all applicants qualified to hold the vacant seat, as determined by their Stakeholder status, to the Chair.
3. The Chair will appoint an applicant to fill the vacancy, subject to majority approval of the Board.

When a vacant seat is filled by the aforementioned process, that seat shall be filled for the remainder of the term. If the Board is unable to establish a quorum due to the number of vacancies, then at a regularly noticed meeting, the existing Board Members may fill the seats until a quorum exists. No other action may be taken until a quorum is established.

Removal of a Board Member by Stakeholders: A Board member may be removed by the submission of a written petition which (1). identifies the Board member to be removed. (2) describes in detail the reason for removal, and (3) includes the signature of two hundred fifty (250) Stakeholders. The Secretary shall then have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board. A vote of No Confidence by nine (9) Board members shall be necessary to remove the identified Board member forthwith. The Board member that is the subject of the removal shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If nine (9) Board members are not present to take a vote, the matter shall be placed on the agenda for the next regular meeting thereafter, until such time as a vote is taken. Enforcement of this removal provision is subject to consultation with the Council's legal counsel, the Office of the City Attorney, throughout the removal process.

Removal of Board members by Unexcused Absences: A Board member may be removed upon three (3) unexcused absences of regularly scheduled meetings of the MHNC Board. The Chair shall have the Secretary place the matter on the agenda for a vote of the Board at the next regular meeting of the Board. A vote of No Confidence by nine (9) Board members shall be necessary to remove the identified Board member forthwith. The Board member that is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If nine (9) Board members are not present to take a vote on removal, the matter shall be placed on the agenda for the next regular meeting, and every meeting thereafter, until such time as a vote is taken. Enforcement of this removal provision is subject to consultation with the Council's legal counsel, the Office of the City Attorney, throughout the removal process.

ARTICLE IX
MEETINGS

All meetings of the MHNC shall be noticed and conducted in accordance with the Ralph M. Brown Act.

A. The Board shall hold as many meetings as it desires, but shall meet at a minimum of one (1) time per calendar quarter.

B. Meetings of the Board will be held within the boundaries of the MHNC. The meeting locations, dates and times will be noticed on agendas pursuant to the Brown Act. Board rules shall be drafted as one of the first items of business of the MHNC Board at the initial meeting and can be changed or modified by the Board per said rules.

C. All postings of meetings will be made in accordance with the Brown Act. At a minimum, this will include the locations indicated on the public posting log filed with the application for certification, and in one (1) local publication tailored to reach the largest number of identifiable Stakeholders in the Area.

D. No business of the MHNC shall be conducted in the absence of a quorum. A quorum is seven (7) members of the Board. After establishment of a quorum, the MHNC shall take any and all official action by majority vote of those board members present, unless stated otherwise.

E. Other rules for the conduct and decorum of the board meetings shall be established by the Board and reflected in Rules for the Conduct of the MHNC meetings in accordance with the Brown Act.

F. The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board on either of these two days, shall (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting. (1) A Motion for Reconsideration on the described matter and (2) a (proposed) action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

G. Where the Brown Act, Bylaws and rules adopted by the Board are silent, the Board and committee meetings shall follow Roberts Rules of Order. The rules of the board that have been formally adopted and set forth in writing shall not be contrary to applicable city, state or federal law.

H. Conflict of interest: Board members should not vote on measures with which they have a conflict of interest. A conflict of interest shall be defined by the applicable City of Los Angeles and State ethics laws and policies.

ARTICLE X
PRINCIPAL OFFICE

The principal office for the MHNC shall be in Mission Hills, California.

ARTICLE XI
AMENDING BYLAWS

Amendments, changes, additions or deletion to these Bylaws may be proposed by the Board or any Stakeholder(s) during the public comment period of a regular meeting of the Board. A proposal to amend these Bylaws, however, must then be formalized in writing and then lodged with the Secretary or a person responsible for preparing the

agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at a subsequent regular meeting of the Board.

A recommendation for amendment or adjustment of these Bylaws must be made by a vote of nine (9) members of the Board. Thereafter, and within fourteen (14) days after a vote recommending adjustment to the Bylaws, the approved change shall be submitted to DONE along with a copy of the existing Bylaws for review and approval by DONE all in accordance with Article V (3) of the plan.

ARTICLE XII
FINANCIAL ACCOUNTABILITY

A. The Treasurer of the MHNC shall oversee and be charged with the full custody and supervision of all MHNC funds and assets.

B. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state or federal laws. The Treasurer may request authorization from the other members of the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of DONE when implementing same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all MHNC assets.

C. The MHNC will comply with the Public Records Act with respect to requests from the public to inspect MHNC records. The MHNC will seek the guidance of the Office of the City Attorney, in order to respond to a PRA request.

D. The Treasurer shall make a report to the Board on the MHNC finances at every regular meeting of the Board.

E. The Treasurer shall be responsible for preparing or coordinating the periodic preparation of a financial statement for DONE as required by DONE. The Treasurer shall also coordinate and cooperate with DONE on establishing a process and/or a system by which the MHNC's finances and book of accounts can be reviewed by DONE pursuant to the plan for Citywide System of Neighborhood Councils

F. The Mission Hills Neighborhood Council agrees to comply will all financial accountability requirements as specified by City Ordinance and in the Plan and as stated in the City's Certification Application. The Mission Hills Neighborhood Council further agrees to comply with all financial reporting requirements as prescribed by the Department of Neighborhood Empowerment.

G. All requests for payments shall require the signature of the Treasurer with a countersignature by the Chairperson or Vice-Chair and entered into the accounting system upon submission of appropriate documentation and approval as specified by the bylaws. The Treasurer may create and should be the custodian of a Petty Cash Fund, to be initially established in an amount to be determined by the Officers of the MHNC. A petty cash voucher with a 'not to exceed' stipulation, and approved by the

Chairperson of the Officers of the MHNC should support all disbursements from the Petty Cash Fund.

H. Appropriation of moneys of the MHNC shall be made only by a duly adopted resolution of the Board of Directors stating the amount to be expended or disbursed, which may be expressed as a "not to exceed" amount and the payee.

I. No Board member shall be entitled to receive any salary or other compensation from the MHNC on account of duties performed during his or her term of office.

J. Board members may receive reimbursement for board approved expenditures incurred by them on behalf of the MHNC. Such reimbursements must be approved by the Treasurer and two other Board members with substantiating documentation (i.e. receipts, etc.).

K. The Board may hire or contract with others to perform certain duties and/or jobs as required from time to time (such as, but not limited to, an accountant, event planner, advisor, general contractor, landscaper, etc.) Such action shall require an affirmative vote by seven (7) members of the Board.

ARTICLE XIII
GRIEVANCE PROCEDURE

Any grievance by a Stakeholder must be submitted in writing to the Board. Within thirty (30) days of receipt, the Board shall then refer the matter to an ad hoc grievance panel comprised of five (5) Stakeholders who are randomly selected by the MHNC Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. Within thirty (30) days of referral by the Board, the Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Within thirty (30) days of the panel meeting with the person(s) submitting the grievance a panel member shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance for a hearing at the next regular meeting of the Board. The Board may receive a copy of the panel's report and recommendations prior to the meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at a meeting of the Board, pursuant to the Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Boards failure to comply with Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances and/or State or federal law.

In the event a grievance cannot be resolved through this grievance procedure the matter may be referred to DONE for consideration or dispute resolution in accordance with the Plan.

ARTICLE XIV
COMMITTEES

MHNC community stakeholders are encouraged to participate on committees in which they are interested by contacting the committee chairperson. The Board shall have the authority to appoint any and all committee members as may be required.

Standing Committees must meet not less than once per quarter and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least 72 (seventy-two) hours in advance, with an agenda. Minutes of the meeting must be recorded and archived, and must be made available for public inspection.

A. Budget and Finance Committee

The Budget and Finance Committee is a standing committee consisting of the Treasurer and 4 (four) stakeholders who may or may not be Board members and shall be appointed by the Board. At least one of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

1. Meets at least once every quarter.
2. Is chaired by the MHNC Treasurer.
3. Contains no more than 3 (three) Board members, so that a majority of a quorum of the Board will not be present at its committee meeting.
4. Investigates and pursues sources of income and funding for the MHNC.
5. Generates a financial plan for each electoral term, showing planned income and expenditures.
6. Keeps the plan current and issues reports to the Board.

A quorum for a Budget and Finance Committee meeting consists of 3 (three) members, including at least one Board member. At least 3 (three) votes in favor or 3 (three) votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decision for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the committee to set meeting time and agendas and to assign duties to the committee members in order to implement the policies and directives.

B. Outreach Committee

Outreach is considered to be a permanent and on-going function of the MHNC. The Outreach Committee is a standing committee consisting of community stakeholders and Board members who shall be appointed as deemed necessary by the Board. The Outreach Committee:

1. Meets at least once every quarter

2. Is chaired by a MHNC Board member.
3. Contains 3 (three) Board members so that a majority of a quorum of the Board will not be present at its Committee meetings
4. Is expected to make regular and continuing efforts to inform and solicit input and MHNC participation from diverse elements of the community.
5. Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.
6. Will recommend and establish a process by which the neighborhood council will communicate with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

Besides the three Board members, the Outreach Committee shall additionally contain 4 (four) other stakeholders appointed by the Board. A quorum for an Outreach Committee meeting consists of 5 (five) Committee members. A majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue.

The Outreach Committee takes direction from the Board and presents recommendations to the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.

C. Beautification and Cultural Affairs Committee

Beautification and Cultural Affairs are considered to be permanent and on-going functions of the MHNC. The Beautification and Cultural Affairs Committee is a standing committee consisting of Community Stakeholders and Board Members who shall be appointed as deemed necessary by the Board and by the Committee itself. The Beautification and Cultural Affairs Committee:

1. Shall meet at least once every quarter.

2. Shall be chaired by a Stakeholder of the MHNC area and may be a MHNC Board Member.

3. Shall be comprised of no more than three (3) Board-approved Board Members so that a majority of a quorum of the Board of Governors will not be present at its committee meetings.

4. Shall be comprised of a minimum of at least four (4) Committee-member Stakeholders and an unlimited number of Stakeholder participants. Any Stakeholder may chose to be a member of this committee and there is no limitation to the membership and as members they should be present at all

committee meetings. Participants shall be defined as Stakeholders who attend committee meetings on an occasional by-issue-of-importance-to-them basis.

5. Shall be expected to encourage the stakeholders of Mission Hills to develop an awareness of the resources available to them for the Beautification of their community and to facilitate the creation of and interest and involvement in the Cultural Affairs within their community.

6. Shall engage the Community in Beautification projects and Cultural Affairs events of its own volition and at the request of the Board and report its actions to the Board.

7. Shall consider five (5) members a quorum for a Beautification and Cultural Affairs Committee meeting and a majority vote of the Committee members present at a meeting shall be sufficient to achieve a consensus on an issue.

8. Shall take direction from the Board and present recommendations to the Board.

9. Shall be responsible for implementing the policies and directives approved for the Committee by the Board.

10. Shall place upon the Committee Chairperson the responsibility of assigning duties to the Committee members in order to implement the policies and directives assigned by the Board and those determined through the committee's own volition.

11. Shall place upon the Committee Chairperson the responsibility of designating a member who shall set the meeting agendas and be responsible for required postings and recording the minutes.

D. Zoning and Land Use Committee

Zoning and Land Use is considered to be a permanent and on-going function of the MHNC. The Zoning and Land Use Committee is a standing committee consisting of Community Stakeholders and Board Members who shall be appointed as deemed necessary by the Board and by the Committee itself. The Zoning and Land Use Committee:

1. Shall meet at least once every quarter

2. Shall be chaired by a Stakeholder of the MHNC area and may be a MHNC Board Member.

3. Shall be comprised of no more than three (3) Board-appointed Board Members so that a majority of a quorum of the Board of Governors will not be present at its committee meetings.

4. Shall be comprised of a minimum of at least four (4) Committee-member Stakeholders and an unlimited number of Stakeholder participants. Any Stakeholder may chose to be a member of this committee and there is no limitation to the membership and as members they shall be present at all committee meetings. Participants shall be defined as Stakeholders who attend committee meetings on an occasional 'by-issue-of-importance-to-themselves' basis.

5. Shall be expected to convey the wishes of the Community to the Los Angeles Department of Planning regarding any entity having a desire to construct, rebuild, remodel, rezone, or modify in any way, property within the Mission Hills Community.

6. Shall, of its own volition, engage the Community in and inform the Community of the Zoning and Land Use issues within Mission Hills, educate the community with regard to the process necessary to communicate their responses to the Department of Planning, and execute the requests of the Board and report its actions to the Board.

7. Shall consider five (5) members a quorum for a Zoning and Land Use Committee meeting and a majority vote of the Committee members present at a meeting shall be sufficient to achieve a consensus on an issue.

8. Shall take direction from the Board and present recommendations to the Board.

9. Shall be responsible for implementing the policies and directives approved for the Committee by the Board.

10. Shall place upon the Committee Chairperson the responsibility of assigning duties to the Committee members in order to implement the policies and directives assigned by the Board and those determined through the committee's own volition.

11. Shall place upon the Committee Chairperson the responsibility of designating a member who shall set the meeting agendas and be responsible for required postings and recording the minutes.

ARTICLE XV
ETHICS

A. The MHNC, its representatives, and all Stakeholders will endeavor to conduct MHNC business in a professional and respectful manner.

B. The MHNC, its representatives, and all Stakeholders will refrain from violating Board Rules and shall abide by the plan and all City, County, State and/or federal laws that apply.

C. The MHNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidate's forums, or announcements of such forums.

D. No person shall express their views, opinions, positions or agendas as representing those of the Mission Hills Neighborhood Council, unless authorized by the MHNC to do so. When a stakeholder identifies himself as a participant of the MHNC he shall state that he is speaking on his own behalf (or on the behalf of some other entity) in order to make clear that his comments are not necessarily those of the MHNC. When an authorized stakeholder is speaking for the MHNC he will preface his comments by stating that he represents the MHNC.

E. Due to the critical need for the MHNC to maintain the respect of and credibility with other individuals and organizations, particularly the City of Los Angeles and its various agency, the MHNC board members shall be held to a higher standard of conduct than other stakeholders. It is imperative that each board member consistently establishes and maintains an attitude of even-handed, unbiased representation of all the stakeholders. No form of coercion will be tolerated, including, but not limited to harassment (sexual or otherwise), threats or intimidation.

ARTICLE XVI
VOTE OF NO CONFIDENCE

A. Violation(s) of the MHNC Code of Conduct, Board Rules or Bylaws by any Officer, Board member or Committee member of the MHNC appointed or elected by the MHNC Board of Governors or Stakeholders may result in the removal or suspension by the Board of Governors for cause.

B. Removal for cause by the Board of Governors shall require an affirmative vote of seven members of the Board of Governors. Suspension for cause by the Board shall require the vote of a majority of the Board present at the time of the vote, provided that a quorum is present.

C. Written notice shall be given to the person to be removed or suspended for cause as early as practicable and in any event at least five (5) days prior to any action taken by

the Board. Additionally, prior to any action taken, the person to be removed or suspended for cause shall be given an opportunity to present a defense to the Board. The MHNC will consult with its legal counsel, the Office of the City Attorney, throughout the removal and/or suspension process.

ARTICLE XVII
STAKEHOLDER PRIVACY

The MHNC community stakeholder database will be deemed confidential to the fullest extent of the law, as permitted by the Public Records Act.

Bylaws

Appendix A
Board of Governors

- **Yolanda Anguiano**
  523-7330 cell
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- **Richard Arroyo (Vice Chair)**
  365-4844
  digitalfoto@hotmail.com

- **David Crawford (Chair)**
  (*82- if you have a blocked phone)
  891-2722
  dclb@earthlink.net

- **Marguerite Copley**
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- **Marian Drew (Treasurer)**
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- **Betty Horton**
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- **Betty Ley (Corresponding Secretary)**
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- **Tom Mole (Recording Secretary)**
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- **Paul Nava (Youth Member)**
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- **Rex Quimpo**
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